**SAFE PARKING LIMITED**

**ADMINISTRATIVE MANAGEMENT POLICY.**

**REVISION RECORD**

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**TABLE OF CONTENTS**

**SCOPE OF THE ADMINISTRAIVE MANAGEMENT POLICY PAGES**

**GENERAL OFFICE ADMINISTRATION …………………………………………………**

* 1. **Communication …………………………………………………**
  2. **RECORDS MANAGEMENT …………………………………………………**

**1.2.0 Procedure …………………………………………………**

**1.3 OFFICE SECURITY …………………………………………………**

* 1. **SAFETY …………………………………………………**
  2. **HEALTH …………………………………………………**

**Reporting procedure …………………………………………………**

* 1. **INSURANCE …………………………………………………**

**1.7 FLEET MANAGEMENT ADMINISTRATION ………………………………………..**

* **Use of Vehicles, Maintenance and Procedure ………………………………………..**
  1. **OFFICE CLEANING ………………………………………………….**

**APPENDIX ………………………………………………….**

**SCOPE OF THE ADMINISTRATIVE MANAGEMENT POLICY**

The Administrative policy entails systems, processes and procedures to be used by Safe Parking Limited (S.P.L) Administrative department which includes:

* To ensure that all office ethics are met by all staff.
* To meet the standard and requirement of the organizations policy statement and also help in maintenance control.
* To ensure the creation and maintenance of records with appropriate evidential value by establishing a framework and accountabilities for efficient records’ management.
* To utilize and monitor resource within the office and amongst staff.
* To ensure that all these management policies are being carried out effectively and by the appropriate key personals.

1. **GENERAL OFFICE ADMINISTRATION**

**1.1 Communication**

1.1.1 S.P.L seeks to provide all employees with current information on activities and developments affecting the organization. Staffs are strongly encouraged to ask questions, maintain an active interest in the organization, and offer suggestions. To promote staff involvement in S.P.L work, periodic incentives will be provided by management.

1.1.2 Staff use of photocopying, long distance telephone and fax equipment for personal needs would not be tolerated. Staff should limit personal telephone calls and other communications to essential matters.

When absent from the office, staff should provide information as to where they can be contacted if necessary.

1.1.3 All incoming and outgoing mail under the supervision of the receptionist, who also arranges for its distribution, should ensure that the mails are registered in the Mail Register by the Receptionist. A Fax Register is also maintained by the Receptionist. However, any employee who picks a fax memo must record its particulars in the fax Register.

**1.2 RECORDS MANAGEMENT**

This policy establishes the following:

**1.2.1 A**ll Administration staff should have a proper and detailed filing procedure which allows safety and proper access of documents when needed.

**1.2.2** All staff records, strength and checklist should be created for reference purposes.

**1.2.3** Maintenance of appropriate security and confidentiality of records, and by complying with all internal and external requirements concerning records management practices.

**1.2.4** All formal documents generated within the office, including outgoing correspondence, should bear a file reference number for outgoing mails and office received stamp for incoming correspondences.

1

**1.2.5** Documents should not leave the premises, apart from exceptional circumstances and then only if authorized by a senior manager. If possible, a photocopy of relevant documents should be taken to meetings

**1.2.6**  Administrative Staff should ensure that all S.P.L materials and correspondence are properly secured and not accessible to unauthorized persons.

**1.2.7**  The confidentiality of the S.P.L’s business is to be maintained at all times. All letterheads, forms, and other stationery bearing the logo of S.P.L are kept under lock and key. Back-up copies of computer data files are regularly updated to ensure security of documentation. Hard disks of computers being loaned to

other departments, for use at meetings, are to be cleared of data. External visitors are not permitted the use of office computers.

**1.2.8** A threshold of 24hrs has been fixed for the dispatch of letters.

**1.2.9** All assets are tagged and registered in the asset register for record purpose.

**1.3 OFFICE SECURITY**

**1.3.1** Access to the offices will be strictly controlled, and visitors will be permitted access through the receptionist. The front door will remain locked outside office hours, and suitable security measures taken through the use of alarms and intruder detection systems. Movement of equipment will be controlled by procedures operating under the procurement officer.

**1.3.2** All visitors to the premises must sign the premise register and will be issued with a visitors’ tag at the reception. Tags must be displayed at all times on the premises. Employees should escort any person on the premise who is not displaying an identification tag back to the reception. Visitors will remain at the reception until the appropriate member of staff is available to escort them in and out of the office area.

An off hour register will be maintained to monitor staff who come into work at off hours.

**1.3.3** To assist in maintaining office security, the last employee to leave the office should ensure that all entrances are locked. No money or valuable property should be left unattended as S.P.L insurance coverage does not extend to personal property.

**1.3.4** In the event of a fire or emergency, staff should leave their workstations immediately and not stop to clear papers or collect personal belongings. Staff should note the location of fire exits and extinguishers. In the event of fire, lifts must not be used.

**1.3.5** S.L.P will not accept liability for loss of employee’s belongings on the premises. The Head Finance and Administration will discourage employees from bringing valuables to the workplace. Where this is

unavoidable, employees will be encouraged to safeguard their belongings.

**1.3.6** Security guards will ensure that the company premise is secured at all times.

**1.3.7** At no time will the premise gate be open for any reason.

**1.4 SAFETY**

**1.4.0** Safety standards will also be provided also by the management. Some of these safety standards are: To minimize accidents through pre-planning safety into the work to be performed on each project, such pre-planning will require the identification of present and future hazardous conditions in each operation.

2

**1.4.1** It is S.P.L’s intention to provide a safe and healthy working environment. The health, safety and welfare of employees at work is S.P.L’s responsibility. To meet this obligation, the Head Finance and Administration will conduct periodic workplace inspections every Friday.

**1.4.2** A checklist has been developed to ensure a systematic approach for carrying out the inspections,(see appendix)

**1.4.3** Once completed, the workplace inspection form will be held by the person responsible for coordinating health and safety matters so that a record of the inspections carried out can be produced when required. Additionally, if certain remedial work needs to be carried out, a copy should be forwarded to the Head Finance and Administration for authorization and action.

1.4.4 The Administrative staff is responsible for ensuring that the office doors are opened for business operation by 6.30am. However a second custodian will be nominated and can only use his/her key in emergency cases and after approval by the Head Finance and Administration.

**1.5 HEALTH**

**1.5.1** First aid will only be administered either by qualified medical practitioners or trained first aiders within S.P.L.

**1.5.2** A list of the members of staff trained in first aid will be circulated to all employees on a periodic basis and at least once a year. New staff will also be provided with these same lists. When this trained staffs are on mission/absent from the premises, the name(s) of alternate first aiders/safety officers will be circulated. A person, who will be appointed by the Head Finance and Administration, will be responsible for coordinating health and safety matters in ATPS and charged with the duty of updating this information.

**1.5.3** In the event of an accident, first aid boxes are installed at clearly identified locations for emergency treatment.

**1.5.4** Should an employee be injured in the workplace during office hours, it will be the responsibility of the employee’s manager together with the Head Finance and Administration, to make appropriate arrangements for medical attention.

**Reporting procedure**:

* All incidents involving injury must be reported to the Head Finance and Administration.
* The Head Finance and Administration is responsible for keeping full and accurate records and investigating the incident as soon as possible.
* Every employee who is injured at work and employees assisting the injured individual must report the accident as soon as reasonably practical.
* Accident log forms are available for recording all incidents and actions taken to prevent occurrence of similar incidents.

**1.6** **INSURANCE**

**1.6.0** S.P.L gives insurance to its staff through the help of different insurance policies sure as Group life insurance, Workman compensation insurance, Health insurance policies, Individual and also so the Company Tax.

**1.6.1** Group life-Under this policy a staff is insured in case death occurs in the line of duty.

**3**

* + 1. Workman compensation- Under this policy a staff is insured in case an accident occurs in the line of duty.

**1.6.3** Health Insurance- In this type of insurance policy staff is insured in the case of illness and not accident or death.

* + 1. Individual Tax- Every staff is to pay tax to the government, in doing this S.P.L will ensure that all staff pay tax as at when due to the appropriate authorities and also have their tax cards as well.
  1. **FLEET MANAGEMENT ADMINISTRATION**

**1.7.0** The overall administration of motor vehicle falls directly under the administration department. Any staff authorized by management to drive S.P.L vehicles drivers should hold a valid driving license.

**Use of Vehicles, Maintenance and Procedure**

* + 1. S.P.L vehicles are meant to be used for S.P.L’s business activities only.

**1.7.2** Employees who are allocated a company vehicle should adhere to the following instructions

* The vehicle allocated should not be driven by any other party other than the employee to whom the vehicle is allocated or by employees of the company without the employer’s authority.
* Individual employees to whom vehicles are allocated must make sure that details in the log book are properly entered and up to date.
* Service booking must be anticipated in advance and requisition for work to be carried out made in writing to the Head Finance and Administration who will arrange for the booking.
* The Administration Officer will ensure that:

1. All vehicles have valid insurance, road licenses and other stickers as required by law.
2. All vehicles are in good working condition.
3. Any dents or other damages on any vehicle are identified in good time for the appropriate action to be taken.
4. All vehicles are taken for service on a regular basis.
5. When an employee is involved in an accident, the Finance and Administration Manager should be informed immediately and a written statement giving full details of the accident within 24hours, Note the names of witnesses, the third party and the third party insurance and the vehicle number.
6. Complete as appropriate the insurance claim form and submit it to the Head Finance and Administration.
7. Vehicles should have vehicle repair cards, which will include a colum for replacement of parts (if any), duration of maintenances (days spent in workshop), and remark for supervisor, after inspection has begin done on the vehicles to make sure it’s in good condition.

4

**1.8 STOCK CONTROL AND PROCEDURES:**

# 1.8.0 Inventory control

**1.8.1** The store management has clearly defined policies and procedures in place and it is the Administrative Officer’s responsibility to ensure inventory control is efficient, as loss of stock and damages result in a loss of profit.

**1.8.2 Admin Officer’s role**

It is the Admin Officer’s responsibility to train staff members in the correct procedures for receiving stock.

* Minimize shrinkage (theft and waste)
* Monitor stock levels
* Coordinate stocktake and prepare reports for Management.
* As a control measure, carry out random spot checks on staff counting and recording procedures to ensure that tasks are completed.

Stocktake is the physical count of stock that is in the store at a certain period of time being a true measurement between the physical stocktake figures and the book stock.

## 1.8.3 Preparing accurate reports

When the physical count has been completed and recorded on stock sheets, stock sheets need to be collated and put in fixture numerical order. Check that all addition, cross calculations and totals are correct. Keep an eye out for obvious discrepancies. After investigating any obvious discrepancies and reporting, it is the Supervisor’s responsibility to collate into a report as follows:

### Computer Data

Department Name:

Stock level computer print out for the department:

Previous stocktake results for comparison:

**1.9 TRAVEL POLICY**

**1.9.0 PURPOSE AND REQUIREMENTS**

The purpose of this policy is to document the allowable business expenses eligible for reimbursement; these include necessary and reasonable expenses. This document is confidential and trade secret of the company. As such, it is not to be copied, duplicated, distributed and posted on notice board to any third party outside the company.

All expenses must be accompanied by a receipt or supporting document. Failure to provide such will result in denial of reimbursement, also submitting fraudulent receipts or falsifying your expense report will result in loss of your reimbursement privileges.

5

**1.9.1 Travel Authorization**

Any employee who is travelling should fill the travel request from before he/she can be authorized. An email from your supervisor authorizing the travel is acceptable provided that details are stated in the email.

**1.9.2 Taxi/Shuttle/Public Transport/Rapid Transit**

Employees should evaluate their individual circumstances and select the safest, most economical alternative when traveling to and from all destinations.

Taxi, shuttle and public transportation expenses should be itemized on the “Taxi/Airporter line of the expense report and must be accompanied by a receipt.

**2.0 OFFICE CLEANING**

**2.1.0** The office shall be cleaned between 6am and 7am before staff officially arrives and again over lunch hour (12.30pm-1.00pm).

**2.1.1** The admin officer is responsible for coordinating all cleaning activities and may opt to employ cleaning personnel or engage the services of a cleaning company.

**6**

**CHECKLIST**

|  |  |  |  |
| --- | --- | --- | --- |
| **Inspectors:** | **Date:** | | |
|  | (O) Satisfactory  (X) Requires Action | | |
| Location | Condition | Comments |
| **Equipment** | | | |
| Are guards, screens and sound-dampening devices in place and effective? |  |  |  |
| Is the furniture safe? |  |  |  |
| - worn or badly designed chairs |  |  |  |
| - sharp edges on desks and cabinets |  |  |  |
| - poor ergonomics (keyboard elevation, chair adjustment) |  |  |  |
| - crowding |  |  |  |
| Are ladders safe, and well maintained? |  |  |  |
| **Emergency Equipment** | | | |
| Is all fire control equipment regularly tested and certified? |  |  |  |
| Is fire control equipment appropriate for the type of fire it must control? |  |  |  |
| Is emergency lighting in place and regularly tested? |  |  |  |
| **Sanitation** | | | |
| Are washrooms and food preparation areas clean? |  |  |  |
| Are the following provided adequately? |  |  |  |
| - toilets |  |  |  |
| - showers |  |  |  |
| - potable water |  |  |  |
| - clothing storage |  |  |  |
| - change rooms |  |  |  |
| - field accommodations |  |  |  |
| - lunchrooms |  |  |  |
| Are measures in place to prevent the spread of disease? |  |  |  |
| **Security** | | | |
| Do entry and exit procedures provide workers personal security at night? |  |  |  |
| Are emergency (evacuation, fire, bomb threat, hostile person) procedures in place? |  |  |  |
|  | | | |
| **General** | | | |
| Are extension cords used extensively? |  |  |  |
| Are electrical or telephone cords exposed in areas where employees walk? |  |  |  |
| Are machines properly guarded? |  |  |  |
| Is electrical wiring properly concealed? |  |  |  |
| Does any equipment have sharp metal projections? |  |  |  |
| Are wall and ceiling fixtures fastened securely? |  |  |  |
| Are paper and waste properly disposed of? |  |  |  |
| Are desk and file drawers kept closed when not in use? |  |  |  |
| Are office accessories in secure places? |  |  |  |
| Are materials stacked on desks or cabinets? |  |  |  |
| Are file cabinet drawers overloaded? |  |  |  |
| Are file cabinets loaded with the heaviest items in the bottom drawers? |  |  |  |
| Are filing stools or wastebaskets placed where they might be tripping hazards? |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| FLEET |  |  |  |
| Are vehicles in good conditions for use each day? |  |  |  |
|  |  |  |  |
| Are they fueled regularly at close of work so as not to disturb flow of business the next day? |  |  |  |
|  |  |  |  |
| Have the licenses been check to know which vehicle license is due for renewal? |  |  |  |
|  |  |  |  |
| Have they been serviced as at when due? |  |  |  |
|  |  |  |  |

**APPENDIX**