

# Decision-Making Policy for MacroSoft Company

Date: 17/10/2023

## 1. Introduction

This policy sets the guidelines and procedures for decision-making at **MacroSoft & Co**, a software development company. Our board of directors, consisting of the CEO, CFO, HR Director, Project Manager, and a Senior Programmer, is responsible for making key decisions for the success of the company.

## 2. Committee Board

The committee board at **MacroSoft & Co** is composed of the following members:

- CEO (Chief Executive Officer)
- CFO (Chief Financial Officer)
- HR Director (Human Resources)
- Project Manager
- Senior Programmer

The committee board meets regularly to discuss and make strategic and operational decisions in the name of the company.

## 3. Importance Scale

Decisions are categorized based on their importance into one of the following levels:

1. **Low:** Decisions with limited impact (**less than 1%**) on company operations that can be made by appropriate hierarchical levels without board approval.
2. **Medium:** Decisions with a moderate impact (**1%-9.999%**) on company operations that require review and approval by the board before implementation.
3. **Critical:** Decisions with significant impact (**10%-24.999%**) on the company and its financial outcomes, requiring unanimous board approval before implementation.
4. **Urgent:** Decisions that must be made immediately, possibly involving emergency situations or decisions with very high (**more than 25%**) impact on the company. In such cases, the CEO is allowed to make urgent decisions and subsequently communicate them to the board for review.

#### 4. Decision-Making Process

The decision-making process at **MacroSoft & Co** follows these steps:

- Any board member or authorized employee may propose a decision.
- The project manager will be responsible for evaluating and categorizing all changes based on the importance scale.
- "Low" and "Medium" importance decisions may be made by the appropriate hierarchical level after an internal review.
- "Critical" important decisions require unanimous board approval.
- "Urgent" decisions can be made by the CEO in emergency situations and are reported to the board afterward.
- If there is a mandatory law that requires changes in requirements, these changes will be above the scale of importance and company policies, which will only apply after complying with all regulations.

#### 5. Review and Updates

This decision-making policy will be reviewed annually by the board of directors to ensure alignment with changing company objectives and needs.

Approved by:

_____ [CEO's Signature] [CEO's Name]	_____ [CFO's Signature] [CFO's Name]	_____ [HR Director's Signature] [HR Director's Name]
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_____ [Project Manager's Signature] [Project Manager's Name]	_____ [Senior Programmer's Signature] [Senior Programmer's Name]
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**Date of Approval:** 04/10/2023