

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