

Management_Code_of_Conduct_Policy

Purpose:

Define ethical and professional behavior expected from management.

Key Rules:

- Act with integrity, fairness, and transparency
- Lead by example
- Avoid conflicts of interest
- Treat employees with respect

Ownership: Senior Management

Decision_Making_and_Authority_Policy

Purpose:

Ensure clear, accountable, and timely decision-making.

Key Rules:

- Decisions must align with company goals
- Authority levels must be respected
- High-impact decisions require approval
- Decisions should be documented

Ownership: Management Team

Performance_Management_Policy

Purpose:

Guide fair evaluation and development of employees.

Key Rules:

- Set clear performance goals
- Conduct regular reviews
- Provide constructive feedback

- Reward performance fairly

Ownership: Management & HR

Employee_Communication_Policy

Purpose:

Ensure transparent and effective communication between management and employees.

Key Rules:

- Communicate changes clearly and timely
- Encourage open feedback
- Avoid misinformation
- Respect confidentiality

Ownership: Management Team

Risk_Management_Policy

Purpose:

Identify and manage business and operational risks.

Key Rules:

- Identify risks proactively
- Assess impact and likelihood
- Implement mitigation plans
- Review risks periodically

Ownership: Management & Compliance

Conflict_Resolution_Policy

Purpose:

Handle workplace conflicts professionally and fairly.

Key Rules:

- Address conflicts promptly
- Ensure unbiased investigation
- Maintain confidentiality
- Escalate when required

Ownership: Management & HR

Compliance_and_Governance_Policy

Purpose:

Ensure adherence to laws, regulations, and internal rules.

Key Rules:

- Follow applicable laws and regulations
- Ensure internal policies are enforced
- Report non-compliance issues
- Cooperate with audits

Ownership: Management & Compliance Team

Strategic_Planning_Policy

Purpose:

Guide long-term planning and business direction.

Key Rules:

- Define clear strategic objectives
- Review strategy periodically
- Align department goals with strategy
- Track execution and outcomes

Ownership: Senior Management
