**What is the meaning of Business Organization with Its Definition​**

An organization is a group, an entity, or an institution comprising active people to perform an external activity. This external activity which will fulfill the objective of the body for which it is organized which you can call as a goal. Organization can be of various types, government-based profitable, and non- profitable or private based profitable or non- profitable organization. All organization have a management layered structure which regulates internal synchronization between various members, decides the job role, responsibilities, authorities, etc**(Work)**

**​Introduction / History**

This document is in order to familiarize employees with the organization and provide information about Organization’s History, services provided to the clients and customers, working conditions, key policies, procedures, and benefits affecting employment at Organization.

For Example:

Incepted in year, we at Organization take the pride in presenting ourselves as renowned manufacturers and exporters, of packaging products. We are among the best-known exporters for our quality and competitive pricing. Our creation is based on our customer’s imaginations and is renowned world over for its fascinating patterns and colors.

**Management Philosophy**

This document is to publicize its employees with the management philosophy, objectives.

For Example

Organizational management philosophy is based on responsibility and mutual respect. The mainstay of our strategy is to offer a level of client focus that is superior to that offered by our competitors.

To help in attaining the objective, organizations lookout to attract highly motivated individuals who have a clear understanding of teamwork and share in the commitment, responsibility, risk-taking, and discipline required to achieve our vision.

This success, in turn, enables the organization to give its employee innovative incentives, benefits, or rewards. These key elements help us maintain our leadership position in the worldwide market place.

**Policy & Procedures Manual**

IT IS DEVELOPED TO FACILITATE THE IMPLEMENTATION AND CLEARLY DEFINE THE ORGANIZATION’S POLICIES ON HUMAN RESOURCE MANAGEMENT. THE MANUAL PROVIDES WHAT PROTOCOL TO BE FOLLOWED IN THE ADMINISTRATION OF THESE POLICIES, AND ASSISTS ALL THE EMPLOYEES IN DEFINING EACH HUMAN RESOURCE MANAGEMENT DECISION AND THE CORRECT PROCEDURE TO BE FOLLOWED ACCORDINGLY.

WHILE EVERY EFFORT IS MADE TO KEEP THE CONTENTS OF THIS DOCUMENT UPDATED TO CURRENT TRENDS, STILL ORGANIZATION RESERVES THE RIGHT TO MODIFY, SUSPEND, OR TERMINATE ANY OF THE POLICIES, PROCEDURES, AND/OR BENEFITS DESCRIBED IN THE MANUAL WITH OR WITHOUT PRIOR NOTICE TO IT'S EMPLOYEES **(PEOPLE)**

COMPLIANCE WITH THESE POLICIES AND PROCEDURES IS THE RESPONSIBILITY OF EVERY ORGANIZATION’S EMPLOYEE & ASSOCIATED MEMBERS.

IN CASE OF DISRESPECTING OR FAILING TO UP WITH THE ORGANIZATION'S STANDARD COULD LEAD TO ACCORDING DISCIPLINARY ACTION, UP TO AND POSSIBLY TERMINATION OF EMPLOYMENT FROM THE ORGANIZATION. FEEDBACKS, SUGGESTION, IMPROVEMENTS IN PROCESS, AND PROCEDURE ARE ALWAYS WELCOME

THIS CAN BE PROVIDED VIA EMAIL OR THROUGH SUGGESTION BOXES, COMMENTS. THESE POLICIES AND PROCEDURES ARE APPLICABLE TO ALL AREAS OF OPERATIONS WITHIN ORGANIZATIONS AND RELATED ENTITIES.

**Our Vision. Policy & Procedures Manual**

A vision statement is sometimes called a picture of your Organization in the future but it’s so much more than that. Your vision is your inspiration, the framework for all your strategic planning.

For Example

To make Organization the world leader in packaging export by establishing new levels of quality, durability, reliability, and customer satisfaction.

**Vision**

Vision – What and where an organization believes it will be within a stated time period (e.g., five or more years from now). An effective vision ensures focus and direction, providing everyone with a common mental picture of the company’s future state – a word picture of what and where the organization wants or intends to be(bizmanualz)

**Vision Mission Policy Procedure Activities**

Vision and Mission Statement-Background

Mission Statement

Vision Statement

Communicating the Vision/Mission

Vision/Mission Review

**Our Mission**

A mission statement is a statement of the purpose of an Organization, to declare the institution or person, its reason for existing. It provides "the framework or context within which the organization's strategies are formulated **(Guidelines)**

For Example

To give the fantastic product that combines up with esteem valuing, while at the same time building up an effective sound longterm association with our clients and our supplier.

**References**