Korean Food Restaurant

Business Rules

Version 1.0

Revision History

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Business Rules

# Introduction

This is the set of rules for our business. The rules here are set based on the need for discipline in the team, and for guaranteeing the expected results of the whole team.

When the rules are set, all the member of the team (Manager and Staff) and our future business have to comply with the rules. Any violation will be resulted in punishments. Because rules are set for the aim of guaranteeing the results and also to protect the rights and benefits for the member. And moreover, rules are set by the members, so it is them who are responsible for violating the rules.

## Purpose

This document works as a paper for the organization. The member has to understand the content in the document otherwise will have some punishment for violating the rules.

## Scope

The rules set will be the ground of behavior for all members.

However, distributing the rules to the outsiders will resulted in severe punishments. We have to keep this secret to maintain the organization’s integrity and our image in partners and customers.

## Overview

These rules are organized in a structure of manager and staff and the behaviors between the two.

# Rules

* All members have to complete the deadlines work
* Manager is the one who assigns work to everyone
* Staff have to finish the work assigned by the Manager.
* Each member has the right to propose the ideas to the whole team and the manager will decide
* Only one person speaks at a time during meeting
* If a person violates the rule, he has to explain the reason to the manager.
* If the manager finds the reason not suitable, the manager will decide suitable punishments
* If the manager violates any rules, the staff have the rights to decide the punishments for the manager.
* Members are not allowed to tell outsiders’ company information.
* Member cannot distribute the product without the whole team’s approval.
* The representative of the organization has to take customers’ feedback in a polite way.
* Customers are our biggest boss.
* Employees are not allowed to use Facebook during working time.
* Communications are done based on manager’s order.