**Company Policies**

This document presents the Policies of “***InnovateTech Solutions***”. These policies establish fundamental guidelines and standards that govern our operations and conduct in the business environment. They represent our commitment to ethics, quality, and responsibility in all our activities and business relationships.

**Committee Structure**

Below, we introduce the committee members who play key roles in strategic decision-making and project leadership. Each of them brings their expertise and leadership to ensure the success of our initiative.

* CEO
* Project Manager
* Director of Human Resources
* Director of Finance
* Systems Engineer
* Development Leader

**Decision-Making Scales**

This module provides an essential guide for classifying and effectively managing decisions within an organization. Through a scale ranging from low-impact decisions to those that are urgent and critical, this resource will assist leaders and teams in assessing the significance and urgency of the decisions they encounter, thereby facilitating informed and efficient decision-making.

* **Low:** Description: Decisions of low impact that do not significantly affect short-term goals or outcomes. They can be handled routinely or scheduled for later review.
* **Medium:** Description: Decisions that affect important aspects of operations or outcomes but do not require immediate action. They should be planned and managed effectively.
* **High:** Description: Critical decisions with a significant impact on company objectives that require priority attention. Careful evaluation is needed before decision-making.
* **Urgent:** Description: Decisions that require immediate action due to their immediate impact on the company or their ability to prevent serious issues. They should be addressed without delay.

**Decision-Making Process Module**

This module presents a systematic and structured approach to addressing decision-making in any organizational context. The decision-making process is fundamental to effective management and applies to a wide range of situations, from strategic decisions to daily operational issues.

The decision-making process consists of several interconnected steps that guide individuals and teams in selecting the best option among various alternatives. These steps include:

1. **Problem Identification:** Clearly define the problem or decision that needs to be made, identifying its causes and consequences.
2. **Information Gathering:** Collect relevant data and facts that help understand the problem and available options.
3. **Alternative Analysis:** Generate a list of possible solutions or courses of action and assess their advantages and disadvantages.
4. Consequence Evaluation: Consider the potential consequences of each alternative in terms of costs, benefits, risks, and opportunities.
5. **Decision-Making:** Select the alternative that best aligns with the organization's objectives and values.
6. **Implementation:** Put the selected decision into practice, allocate resources, and execute an action plan.
7. **Monitoring and Evaluation:** Monitor and evaluate the results of the decision to ensure that the intended objectives are achieved.