**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 is a vital resource for classifying and managing decisions effectively in an organization. It provides a decision scale from low impact to urgent, aiding leaders and teams in making better decisions.

* **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**

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:

**Decision-Making Process:**

1. **Problem Identification:**
   * **Description:** The CEO or Project Manager clearly identifies the problem or decision that needs to be made, in consultation with the team and other relevant members.
2. **Information Gathering:**
   * **Description:** The Director of Human Resources and Systems Engineer is responsible for gathering relevant data and facts to help understand the problem and available options, in collaboration with relevant teams.
3. **Alternative Analysis:**
   * **Description:** The Development Leader works in collaboration with the technical team to generate a list of possible solutions or courses of action and evaluate their advantages and disadvantages.
4. **Consequence Evaluation:**
   * **Description:** The Director of Finance and the CEO collaborate to consider the potential consequences of each alternative in terms of costs, benefits, risks, and opportunities.
5. **Decision-Making:**
   * **Description:** The CEO and the Executive Committee selects the alternative that best aligns with the organization's objectives and values, based on the information provided by the responsible parties.
6. **Implementation:**
   * **Description:** The Project Manager and relevant teams work together to put the selected decision into practice, allocate resources, and execute an action plan.
7. **Monitoring and Evaluation:**
   * **Description:** The Project Manager monitors and evaluates the results of the decision to ensure that the intended objectives are achieved. In some cases, an Evaluation Committee may be responsible for this stage.