

Policy: New Systems & Procedures

PL No – 22

Issued On – 12/10/2020

Applicability – All Employees on Company Roll

Total Number of Pages – 1

All the systems, programs, processes, software and operating procedures that are running and used in the company will not be changed by anyone without following the proper protocol.

If any employee wishes any changes then he must get approval in written from his higher authority. Also he will bear the responsibility that before fully adopting to new system, programs, software and operating procedure, he must inform and educate all other staffs associated with it. Any violation will be treated per policy violation rules.

Ok Approved

Written By

Head – HR



Approved

Approved By

Management