

# Policy: Scope, Purpose of Policies

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Applicability – All Employees on Company Roll

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Every policy is issued to increase co-operation, coordination, productivity and efficiency. Policies allows you to work more freely without having to justify every single thing done by you. However if any policy is stopping you from doing a good job or serving a customer then you must get it amended. Policies are not to interrupt you from working, they are to reduce the interruptions hence nobody is allowed to stop or impede the progress of anything important on the name of policy. If you find that some policy is reducing your scope of work or not letting you function to the best of your capacity, you must get it amended or discarded.

No excuses will be heard of something wrong, deceitful on the name of policy.

*Ok Approved*

Written By

Head – HR



*Approved*

Approved By

Management