

# SAMPLE PACKAGE



## **Business Sampler** **Policies, Procedures & Forms**

A490

**This Sample Package contains:**

- A: Overview of the Sample Package (1 page)
- B: Table of Contents (24 pages)
- C: Policy, procedures and form set (5 pages)

## **A: Overview of the Sample Package**

Thank you for viewing this sample content from the **Business Sampler Policies, Procedures & Forms**.

The following 23 pages contain an abridged version of the Table of Contents, with key sections shown in full detail and supporting sections listed as Tab Headings only.

Following the Table of Contents is a complete policy, procedures and form(s) set from this manual. This policy for **Internet Usage** exemplifies the content, writing style and format of the full manual. The **Internet Usage Policy** is located in the manual under Tab 10: Information Services.

### **TERMS AND DEFINITIONS**

**Manual:** A system of approved policy statements and corresponding procedural guidelines and supporting forms that direct an organization toward its operational goals.

**Policy:** A stated course of action with a defined purpose and scope to guide decision-making under a given set of circumstances within the framework of corporate objectives, goals and management philosophies.

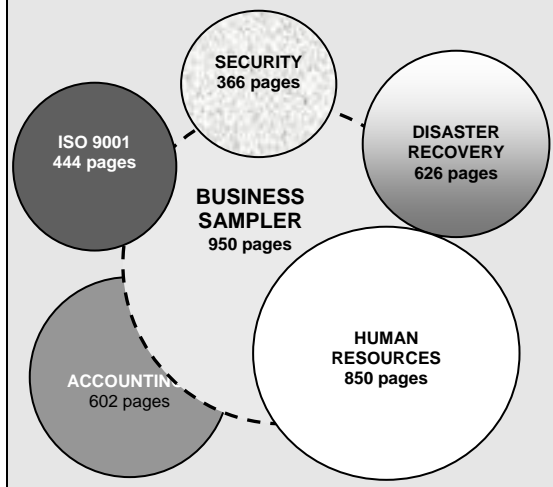
**Procedure:** A series of prescribed steps followed in a definite regular order which ensure adherence to the guidelines set forth in the Policy to which the Procedure applies

**Activity:** An action, element or decision representing a prescribed step in the Procedure process.

**Task:** A detailed component of an Activity specifying required behavior to complete the activity.

**Form:** A pre-formatted document containing instructions and place-holders for data entry to monitor progress through a particular Procedure and to ensure proper record-keeping.

### **BUSINES SAMPLER COMPARED TO DEPARTMENTAL MANUALS**



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Business Sampler  
Policies, Procedures, and Forms

# Table of Contents

<b>Introduction.....</b>	<b>Tab 1</b>
How to Use This Manual .....	4
Purpose of a Policy and Procedures Manual.....	4
Conveys Management's Philosophies .....	4
Improves Communications .....	4
Reduces Training Time.....	4
Improves Productivity.....	5
Strengthens Operations .....	5
Who Should Use the Policy and Procedures Manual .....	5
Manual Organization Saves Time.....	6
Sample Prewritten Statements Save Money .....	6
Learn How to Quickly Create Policies and Procedures.....	7
All Policy and Procedure Templates Are Not Created Equal.....	7
Save Time and Trouble Using Experienced Auditors and Writers – Guaranteed!.....	7
Prewritten by Industry Experts .....	8
Edited by Technical Writers .....	8
Easily Customizable MS-Word Files with Processes, Controls, and Forms .....	8
Product Contents .....	8
Choose Your Department .....	8
Organization of the Manual .....	9
 <b>Manual Preparation.....</b>	 <b>Tab 2</b>
<b>Section 1 – Development of Policy and Procedure Statements.....</b>	<b>5</b>
Business Process Quality .....	5
Top Ten Management Mistakes.....	5
Responsibility for Preparing the Manual .....	7
Manual Development Process.....	8
Bizmanualz Training.....	12
Technical Support .....	13
Consulting and Advisory Services.....	14
<b>Section 2 – Installation Instructions.....</b>	<b>21</b>
Editing Files .....	22
Printing Files.....	23
Technical Support .....	24
Consulting and Advisory Services.....	24
<b>Section 3 – Business Policy and Procedure Manual .....</b>	<b>27</b>
Style and Format .....	27
To Consider When Writing Your Manual .....	27
Manual Revisions.....	28
Complete Company Policy and Procedure Manual .....	28

Sources of Additional Information .....29

**Section 4 – Effective Communication .....31**

    Communication and Addressing Your Audience .....31

    Sexism in Writing .....31

    Number Usage .....32

    Organizing Thoughts .....32

    Outlining Technique .....33

    Defining the Format and Organization of Your Manual .....34

    Format .....35

**Section 5 – Content of the Manual .....41**

    Content .....41

    Authorization .....51

    Production and Distribution .....52

    Revising and Updating Statements .....52

***Business Procedures ..... Tab 3***

***Accounting Procedures ..... Tab 4***

**ACT101 – Accounts Payable and Cash Disbursements**

Sections

    1.0 Documenting Accounts Payable ..... 1

    2.0 Recording ..... 2

    3.0 Payment of Accounts Payable ..... 2

    4.0 Manual Checks and C.O.D. Payments ..... 2

**ACT102 – Bad/NSF Checks**

Sections

    1.0 Returned Checks ..... 1

    2.0 Redeposited Checks ..... 1

**ACT103 – Bank Account Reconciliation**

Sections

    1.0 Reconciliation Format ..... 1

    2.0 Preparation and Reconciling Items ..... 1

    3.0 Adjustments and Journal Entries ..... 2

Forms

    ACT103-1 / Reconciliation of Bank and Book Balances to Corrected Balance .. 3

**ACT104 – Cash Drawers**

Sections

    1.0 Opening ..... 1

    2.0 Closing ..... 1

**ACT105 – Cash Receipts**Sections

1.0 Receiving .....	1
2.0 Application.....	1
3.0 Deposit.....	2

**ACT106 – Check Requests**Sections

1.0 Origination.....	1
2.0 Processing .....	1

Forms

ACT106-1 / Check Request .....	3
--------------------------------	---

**ACT107 – Check Signing Authority**Sections

1.0 Authorized Check Signers.....	1
2.0 Signature Levels Required.....	1

**ACT108 – Chart of Accounts**Sections

1.0 Design of Accounts .....	1
2.0 Description and Definition of Accounts.....	2

Forms

ACT108-1 / Sample Company Account Codes .....	5
---	---

**ACT109 – Capitalization and Depreciation of Fixed Assets**Sections

1.0 Capitalization.....	1
2.0 Depreciation .....	2

**ACT110 – Fixed Asset Control**Sections

1.0 Acquisitions .....	1
2.0 Dispositions.....	2
3.0 Asset Records.....	2

Forms

ACT110-1 / Capital Asset Requisition .....	5
ACT110-2 / Asset Disposition Form .....	7

**ACT111 – Invoice Billings and Accounts Receivable**Sections

1.0 Sales Order Routing and Review .....	1
2.0 Invoice Preparation and Posting .....	1
3.0 Distribution .....	2
4.0 Accounts Receivable.....	2

**Forms**

ACT111-1 / Sales Order.....	5
ACT111-2 / Invoice .....	7
ACT111-3 / Accounts Receivable Write-off Authorization .....	9

**ACT112 – Petty Cash****Sections**

1.0 Fund Control .....	1
2.0 Petty Cash Draws .....	1
3.0 Petty Cash Replenishment.....	1

**ACT113 – Unsigned or Partial Payment Checks****Sections**

1.0 Unsigned Checks .....	1
2.0 Partial Payment Checks Marked "Payment In Full" .....	1

**ACT114 – Year-End Closing****Sections**

1.0 Assets .....	1
2.0 Liabilities and Stockholders Equity .....	2
3.0 Revenues .....	3
4.0 Expenses .....	3

**Administration Procedures..... Tab 5****ADM101 – Board of Directors' & Shareholders' Meetings, Minutes, and Protocol****Sections**

1.0 Structure of Corporate Authority.....	2
2.0 Shareholder Meetings and Minutes.....	2
3.0 Directors' Meetings and Minutes .....	4

**Forms**

ADM101-1 / Notice of Stockholders' Meeting .....	7
ADM101-2 / Waiver of Notice of Stockholders' Meeting.....	9
ADM101-3 / Authorization of Proxy to Vote Shares .....	11
ADM101-4 / Minutes of Stockholders' Meeting .....	13
ADM101-5 / Minutes of Board of Directors' Meeting .....	17

**ADM102 – Controlling Legal Costs****Sections**

1.0 Arbitration.....	1
2.0 Legal Services.....	2
3.0 Legal Billings.....	2

**ADM103 – File and Record Management****Sections**

1.0 Current Filing System.....	1
--------------------------------	---

2.0 Record Retention and Long-Term Storage .....	2
3.0 Record Destruction .....	2
<b>Forms</b>	
ADM103-1 / Master File Index.....	5
ADM103-2 / Record Retention Guidelines .....	9
 <b>ADM104 – Form Development and Forms Manual</b>	
<b>Sections</b>	
1.0 Form Development and Format .....	1
2.0 Authorization and Printing .....	2
3.0 Form Numbering and Placement .....	2
4.0 Forms Index and Manual.....	2
<b>Forms</b>	
ADM104-1 / Form Printing Request .....	5
 <b>ADM105 – Job Descriptions</b>	
<b>Sections</b>	
1.0 Job Description Preparation .....	1
2.0 Job Description Format and Content.....	2
3.0 Job Description Approval and Distribution.....	3
4.0 Job Description Review.....	4
<b>Forms</b>	
ADM105-1 / Job Description .....	7
 <b>ADM106 – Mail and Express Services</b>	
<b>Sections</b>	
1.0 Mail .....	1
2.0 Express Mail / Package Delivery .....	2
 <b>ADM107 – Management Reporting</b>	
<b>Sections</b>	
1.0 Report Development .....	1
2.0 Reporting Summary .....	1
<b>Forms</b>	
ADM107-1 / Department Reporting Summary.....	3
 <b>ADM108 – Telephone Answering</b>	
<b>Sections</b>	
1.0 Answering Techniques and Etiquette .....	1
2.0 Answering and Directing Calls .....	3
3.0 Taking Messages .....	3
4.0 Telephone User’s Guide.....	4
 <b>ADM109 – Travel &amp; Entertainment</b>	
<b>Sections</b>	
1.0 Travel Arrangements.....	1
2.0 Expense Guidelines .....	2

3.0 Expense Report Preparation and Reimbursement..... 4

Forms

ADM109-1 / Travel Arrangements Form ..... 7

ADM109-2 / Travel and Miscellaneous Expense Report ..... 9

ADM109-3 / Entertainment and Business Gift Expense Report ..... 11

**Customer Service Procedures..... Tab 6**

**CSV101 – Customer Satisfaction Survey**

Sections

1.0 Satisfaction Survey Preparation ..... 1

2.0 Satisfaction Survey Follow-up ..... 1

Forms

CSV101-1 / Customer Satisfaction Survey..... 3

**CSV102 – Customer Service Contact / Complaint Handling**

Sections

1.0 Receiving a Contact/Complaint from a Customer ..... 2

2.0 Trouble Shooting/Problem Diagnosis ..... 3

3.0 Repairs and/or Replacements ..... 3

4.0 Trend Analysis ..... 4

Forms

CSV102-1 / Customer Service Contact ..... 7

CSV102-2 / Customer Service Log ..... 9

**CSV103 – Service Satisfaction**

Sections

1.0 Post-Service Follow-up ..... 1

2.0 Reporting..... 1

Forms

CSV103-1 / Customer Service Satisfaction Report ..... 2

**CSV104 – Post-Sale Customer Follow-Up**

Sections

1.0 Post-Sale Follow-up ..... 1

2.0 Reporting Post-Sale Satisfaction..... 2

Forms

CSV104-1 / Post-Sale Satisfaction Report ..... 3

**CSV105 – Service Parts Pricing**

Sections

1.0 Parts Pricing..... 1

2.0 Shipping and Handling ..... 1



**CSV106 – Warranty and Service Policies**Sections

1.0 Warranty Coverage .....	1
2.0 Service Programs.....	2

Forms

CSV106-1 / Limited Warranty.....	5
----------------------------------	---

***Disaster Management Procedures ..... Tab 7*****DMP101 – Disaster Management Plan**Sections

1.0 Disaster Management Team .....	1
2.0 Annual Risk Assessment and Evaluation .....	3

Forms

DMP101-1 / Disaster Management Plan Test .....	9
--	---

**DMP102 – Service Agreements, Emergency Services Agencies, and  
Community Resources**Sections

1.0 Emergency Services .....	1
2.0 Service Agreements .....	1

Forms

DMP102-1 / Emergency Services and Related Agencies List.....	3
--	---

**DMP103 – Centers of Operation**Sections

1.0 Supplies and Equipment .....	1
2.0 Storage Site .....	2

**DMP104 – Emergency Notification Procedures**Sections

1.0 Employee Lists .....	1
2.0 Notification and Response .....	1
3.0 Emergency Activity Log.....	2

Forms

DMP104-1 / Employee Personal Profile .....	5
DMP104-2 / Chronological Log of Events .....	9

**DMP105 – Office and Department Recovery**Sections

1.0 Telephone Use.....	1
2.0 Immediate Actions.....	3
3.0 Company Functions .....	3
4.0 Duties and Responsibilities .....	4
5.0 Evacuation .....	5
6.0 Alternate Sites.....	5
7.0 Recovery .....	5

**Forms**

DMP105-1 / Recovery Worksheet.....	9
DMP105-2 / Restoration Worksheet.....	11
DMP105-3 / Resumption Worksheet.....	13
DMP105-4 / Reconstruction Worksheet .....	15
DMP105-5 / Disaster Recovery Log.....	17

**Engineering Procedures ..... Tab 8****ENG101 – Drawings and Schematics****Sections**

1.0 Drawing Requirements.....	1
2.0 Drawing Control .....	1

**ENG102 – Engineering Change/Document Change Control****Sections**

1.0 Request for Design and/or Process Changes.....	2
2.0 Engineering Change Notice and Document Change Control .....	3

**Forms**

ENG102-1 / Request for Engineering Action.....	5
ENG102-2 / Engineering Change Notice/Document Change Control .....	7

**ENG103 – Labeling****Sections**

1.0 Labeling Preparation .....	2
2.0 Labeling Approval and Implementation .....	2
3.0 Label Control.....	3

**Forms**

ENG103-1 / Approval Form for Labels and Labeling.....	5
---	---

**ENG104 – Device Master Record****Sections**

1.0 Preparation of Device Master Record .....	1
2.0 Records Retention and Location .....	4
3.0 Authorization and Change Control .....	5

**Forms**

ENG104-1 / Device Master Record Contents.....	7
ENG104-2 / Device Master Record Index .....	11
ENG104-3 / Device Specification .....	13

**ENG105 – Operation/Service Manuals****Sections**

1.0 Preparation and Updating of Operation/Service Manuals .....	1
2.0 Operation/Service Manuals Content .....	1
3.0 Operation/Service Manuals – Style, Format and Production.....	5

**ENG106 – Patents**

**Sections**

1.0 Qualifying Ideas or Designs .....	1
2.0 Documenting the Development of an Idea or Invention .....	2
3.0 Patent Application .....	2

**ENG107 – Preproduction Quality and Planning****Sections**

1.0 Design Completion.....	1
2.0 Design Transfer and Documentation.....	2
3.0 Production Plan.....	3

**Forms**

ENG107-1 / Design Completion Checklist for Electromechanical Devices.....	7
ENG107-2 / Design Completion Checklist for Non-Electromechanical Devices.....	11
ENG107-3 / Finished Product Release .....	13

**ENG108 – Product Design and Development****Sections**

1.0 New Product Initiation .....	2
2.0 Design Planning .....	4
3.0 Product Development.....	4
4.0 Product Testing and Qualification .....	5
5.0 Design Review and Verification.....	6
6.0 Product Design Documentation.....	7

**Forms**

ENG108-1 / Product Design Review Checklist.....	7
---	---

**ENG109 – Product Identification and Safety Hazard Labels****Sections**

1.0 Product Identification Labels .....	1
2.0 Safety Hazard Labels .....	2

**Forms**

ENG109-1 / Product Identification Label .....	5
ENG109-2 / Product Safety Hazard Label (examples) .....	7

**Environmental Management Procedures ..... Tab 9****ENV101 – Environmental Protection****Sections**

1.0 Waste Minimization .....	1
2.0 Recycling.....	2
3.0 Energy Conservation.....	2
4.0 Pesticide Application .....	2
5.0 Refrigerant Disposal.....	3
6.0 Company Vehicle Maintenance.....	3

**ENV102 – Hazardous Waste Management****Sections**

1.0 Hazardous Waste Determination .....	1
2.0 Hazardous Waste Generator Classification.....	2
3.0 Compliance Self-Inspection.....	3
4.0 Hazardous Waste Management Training.....	4
5.0 Regulatory Inspections.....	5

**Forms**

ENV102-1 / Hazardous Waste Determination Checklist.....	7
ENV102-2 / Hazardous Waste Determination Sheet.....	9
ENV102-3 / Compliance Self-Inspection Checklist.....	11
ENV102-4 / Environmental Management Action Plan.....	15

**ENV103 – Air/Water/Soil Resource Management****Sections**

1.0 Air Pollution .....	1
2.0 Asbestos Management .....	2
3.0 Water Pollution.....	2
4.0 PCB Management.....	3
5.0 Underground Storage Tank Management.....	3

**Finance and Credit Procedures ..... Tab 10****FCR101 – Account Collection Process****Sections**

1.0 Collection Process .....	1
2.0 Seriously Delinquent or Unresponsive Accounts.....	3

**Forms**

FCR101-1 / Accounts Receivable Collection Control Form.....	5
---	---

**FCR102 – Bank Loan Applications****Sections**

1.0 Assessment of Capital Requirements .....	1
2.0 Preparation of Loan Application .....	2

**FCR103 – Banking Policy and Relations****Sections**

1.0 Banking Relations .....	1
2.0 Banking Policy and Arrangements .....	2

**FCR104 – Business Plans and Forecasts****Sections**

1.0 Business Plans – Background and Management Philosophy .....	1
2.0 Business Plans – Development and Format .....	1
3.0 Business Plan Preparation .....	2

**FCR105 – Customer Credit Approval and Credit Terms****Sections**

1.0 Credit Application .....	1
------------------------------	---

2.0 Credit Investigations.....	1
3.0 Credit Approval/Rejection.....	3

**Forms**

FCR105-1 / Credit Application.....	5
FCR105-2 / Request for Credit Approval.....	7
FCR105-3 / Credit Inquiry .....	9

**FCR106 – Exercise of Incentive Stock Options****Sections**

1.0 Notification of Exercise.....	1
2.0 Payroll Deduction Plan.....	2

**Forms**

FCR106-1 / Stock Option Exercise Letter (sample) .....	3
FCR106-2 / Payroll Deduction - Stock Purchase .....	5

**FCR107 – Property Tax Assessments****Sections**

1.0 Review of Assessments .....	1
2.0 Appealing Assessments.....	3

**FCR108 – Release of Financial or Confidential Information****Sections**

1.0 Written Requests for Confidential/Financial Information .....	1
2.0 Telephone/Personal Requests.....	1

**FCR109 – Stock Transactions****Sections**

1.0 Stock Issuances .....	1
2.0 Stock Transfers .....	1

**Forms**

FCR109-1 / Stock Issuances Journal.....	3
FCR109-2 / Stock Transfer Ledger .....	5

**FCR110 – Weekly Financial and Six Week Cash Flow Reports****Sections**

1.0 Preparation Guidelines.....	1
2.0 Weekly Financial Report .....	1
3.0 Six Week Cash Flow Report .....	2

**Forms**

FCR110-1 / Weekly Financial Report.....	3
FCR110-2 / Six-Week Cash Flow Report.....	5

**Manufacturing Procedures ..... Tab 11****MFG101 – Assembly Manuals****Sections**

1.0 Preparation of Assembly Manuals.....	1
--	---

2.0 Models or Samples .....	2
<b>MFG102 – Bill of Materials</b>	
<u>Sections</u>	
1.0 Preparation of a Bill of Materials .....	1
2.0 Contents of a Bill of Materials.....	1
3.0 Change to Bill of Materials .....	2
<u>Forms</u>	
MFG102-1 / Bill of Materials form (sample).....	5
<b>MFG103 – Calibration for Testing and Measuring Equipment</b>	
<u>Sections</u>	
1.0 Storage, Handling, and Maintenance .....	2
2.0 Calibration and Recalibration .....	2
3.0 Recordkeeping and Labeling.....	3
4.0 Recall System .....	4
5.0 Out-of-Tolerance Conditions .....	4
6.0 Control of Subcontractor Calibration .....	4
<u>Forms</u>	
MFG103-1 / Calibration Record .....	7
<b>MFG104 – FDA Inspections</b>	
<u>Sections</u>	
1.0 Audit Selection Process .....	1
2.0 Inspection Announcement Protocol.....	2
3.0 Conduct During the Inspection .....	3
4.0 Areas of Inspection .....	4
5.0 Close-Out Meeting and Post-Inspection.....	4
<u>Forms</u>	
MFG104-1 / Triggers and Decision Points for GMP Inspections .....	7
MFG104-2 / Excerpts of the FDA Two-Track GMP Inspection Strategy and Compliance Program.....	9
<b>MFG105 – ISO 9000 Compliance</b>	
<u>Sections</u>	
1.0 Background – ISO and ISO Standards .....	2
2.0 Overview of ISO 9001 .....	2
3.0 Quality System Objectives and Principles.....	4
4.0 Quality Management System Development .....	6
5.0 ISO Registration.....	6
<b>MFG106 – Master Parts List and Files</b>	
<u>Sections</u>	
1.0 Master Parts List .....	1
2.0 Parts Files .....	2
<u>Forms</u>	

MFG106-1 / Master Parts List .....	5
MFG106-2 / Part Number Record .....	7

### **MFG107 – Part Number Designation**

#### Sections

1.0 Number Designation .....	1
2.0 Part Number Assignment/Recordkeeping .....	1
3.0 Classification System .....	2

### **MFG108 – Serial Number Designation**

#### Sections

1.0 Serial Numbering .....	1
----------------------------	---

### **MFG109 – Quality Control for Finished Goods**

#### Sections

1.0 Assembly.....	1
2.0 Finished Goods .....	1
3.0 Rejection and Disposition.....	2

### **MFG110 – Quality Assurance Audit Procedures**

#### Sections

1.0 Audit Guide .....	1
2.0 Audit Process .....	1
3.0 Corrective Action.....	2
4.0 Audit Records .....	2

#### Forms

MFG110-1 / Quality Assurance Audit Checklist .....	5
--	---

### **MFG111 – Corrective Action**

#### Sections

1.0 Initiating a Corrective Action.....	2
2.0 Investigating the Cause.....	2
3.0 Taking Corrective Action .....	2
4.0 Verification and Closure .....	3

#### Forms

MFG111-1 / Corrective Action Request.....	5
---	---

**Information Technology Procedures ..... Tab 12****MIS101 – IT Asset Standards**Sections

1.0 IT Asset Standards Development.....	1
2.0 IT Asset Standards Implementation .....	2
3.0 IT Asset Standards Assessment .....	2

Forms

MIS101-1 / IT Asset Standards List.....	5
MIS101-2 / IT Asset Configuration Worksheet .....	9
MIS101-3 / IT Asset Standards Exception Request .....	11

**MIS102 – Use of Non-Standard Software**Sections

1.0 Requesting Non-Standard Software.....	2
2.0 Adding Non-Standard Software to the COE.....	2
3.0 Software Not Permitted Under Any Circumstances .....	2

Forms

MIS102-1 / Non-Standard Software Request.....	5
---	---

**MIS103 – IT Incident Handling**Sections

1.0 IT Incident Handling Preparation .....	2
2.0 IT Incident Handling.....	2
3.0 IT Incident Handling Review.....	3

Forms

MIS103-1 / IT Incident Report/Response Form.....	7
--	---

**MIS104 – Computer Viruses and Malware**Sections

1.0 Malware Defense Planning .....	2
2.0 Malware Defense Plan .....	3
3.0 Malware Defense Plan Review .....	4
4.0 Malware Defense Plan Update.....	4

**MIS105 – IT User-Staff Training Plan**Sections

1.0 Planning IT User/Staff Training .....	1
2.0 IT User-Staff Training Plan.....	2
3.0 IT User-Staff Training Plan Evaluation (Review) .....	3
4.0 IT User-Staff Training Plan Update .....	3

Forms

MIS105-1 / IT Training Requirements List.....	7
MIS105-2 / IT Training Log.....	9



**MIS106 – Computer and Internet Usage Policy**Sections

1.0 Acceptable Use – Computers and Internet.....	1
2.0 Inappropriate Use – Computers and Internet .....	2
3.0 Internet and E-Mail Etiquette.....	2
4.0 Computer and Internet Usage – Security .....	3
5.0 Computer and Internet Usage – Penalties .....	3

Forms

MIS106-1 / Computer and Internet Usage Policy Acknowledgement.....	7
--	---

**MIS107 – E-Mail Policy**Sections

1.0 E-Mail Policy Development .....	2
2.0 E-Mail Policy Implementation .....	2
3.0 E-Mail Policy Review.....	2
4.0 E-Mail Policy Changes .....	2

Forms

MIS107-1 / Company E-Mail Policy Acknowledgement .....	5
--	---

**MIS108 – IT Support Center**Sections

1.0 IT Support Center Overview.....	2
2.0 IT Support Center Operations .....	2
3.0 IT Support Review.....	4

Forms

MIS108-1 / Tech Support Log .....	5
MIS108-2 / System Trouble Acknowledgement form .....	7

***Personnel Procedures..... Tab 13*****PNL101 – Americans with Disabilities Act**Sections

1.0 ADA Background.....	1
2.0 Who is Covered.....	2
3.0 Employment Issues.....	3
4.0 Public Accommodations .....	6
5.0 Enforcement of the Act.....	8

**PNL102 – Drug Free Workplace**Sections

1.0 Drug Free Workplace – General .....	1
2.0 Prohibitions .....	1
3.0 Authorized Use of Prescription Medicine .....	2
4.0 Drug Awareness Program .....	2
5.0 Disciplinary Actions .....	3

Forms

PNL102-1 / Drug-Free Workplace Policy Agreement.....	5
--	---

**PNL103 – Employment Policies**Sections

1.0 Employment – General .....	1
2.0 Equal Employment Opportunity.....	1
3.0 Nepotism.....	2
4.0 Moonlighting.....	2
5.0 Ethics and Confidential Information.....	2
6.0 Employee Behavior.....	3
7.0 Employment at Will .....	3
8.0 Personnel Files and Records .....	3

**PNL104 – Employee Hiring and New Employee Orientation**Sections

1.0 Personnel Requisition .....	1
2.0 Employee Recruitment.....	1
3.0 Interviewing.....	2
4.0 Hiring and Employee Orientation .....	2

Forms

PNL104-1 / Personnel Requisition .....	5
PNL104-2 / Employment Application.....	7
PNL104-3 / Employment Interview Questions Chart.....	9
PNL104-4 / Personnel Change Notice .....	13
PNL104-5 / Company Policy and Procedure Acknowledgement.....	15

**PNL105 – Family and Medical Leave Act**Sections

1.0 Reasons for Taking Unpaid Leave .....	1
2.0 Advance Notice and Medical Certification .....	1
3.0 Job Benefits and Protection .....	2
4.0 Unlawful Acts under the FMLA.....	2
5.0 Enforcement of FMLA .....	2

**PNL106 – Health Care Benefits**Sections

1.0 Costs and Premiums – Health Care.....	1
2.0 Eligibility .....	1
3.0 Benefits Enrollment.....	2
4.0 Health Care Coverage .....	2
5.0 Filing a Claim .....	5
6.0 Termination and Conversion of Coverage.....	5

**PNL107 – Paid and Unpaid Time Off**Sections

1.0 Paid Time Off .....	1
2.0 Jury Duty .....	1
3.0 Military Leave .....	2
4.0 Unpaid Time Off .....	2
5.0 Absence Request and Notification .....	2
6.0 Holidays .....	3

Forms

PNL107-1 / Absence Request Form .....	5
---------------------------------------	---

**PNL108 – Pay and Payroll Matters**Sections

1.0 Employee Pay Classifications .....	1
2.0 Pay Periods, Payday, and Hours of Work .....	2
3.0 Timesheets.....	2
4.0 Payroll Deductions .....	2
5.0 Pay Adjustments .....	3
6.0 Advances .....	3
7.0 Garnishments .....	3
8.0 Cashing of Paychecks.....	3
9.0 Lost Paychecks .....	3
10.0 Final Paychecks .....	3

Forms

PNL108-1 / Biweekly Time Sheet.....	5
-------------------------------------	---

**PNL109 – Performance Appraisals and Salary Adjustments**Sections

1.0 Performance Appraisal Guidelines.....	1
2.0 Appraisal Process .....	2
3.0 Salary Adjustments .....	4

Forms

PNL109-1 / Employee Self-Appraisal.....	5
PNL109-2 / Performance Appraisal.....	7

**PNL110 – Resignations and Terminations**Sections

1.0 Resignations .....	1
2.0 Involuntary Termination and Layoffs .....	2

**PNL111 – Sexual Harassment**Sections

1.0 Unacceptable Behavior .....	2
2.0 Complaint of Sexual Harassment.....	2
3.0 Corrective Measures .....	2

**PNL112 – Training/Tuition Reimbursement**Sections

1.0 Eligibility for Reimbursement.....	1
2.0 Approved Training Programs .....	1
3.0 Reimbursement – Tuition and Fees .....	2

Forms

PNL112-1 / Request for Training.....	5
--------------------------------------	---

**PNL113 – Workplace Rules & Guidelines**Sections

1.0 Alcohol and Drugs.....	1
2.0 Breaks and Lunch Time .....	1
3.0 Company Property .....	1
4.0 Dress Code .....	2
5.0 Grievances and Complaints .....	2
6.0 Inclement Weather .....	2
7.0 Parking.....	3
8.0 Personal Telephone Calls .....	3
9.0 Sexual Harassment.....	3
10.0 Smoking .....	3
11.0 Solicitation for Business or Charitable Purposes.....	4
12.0 Suggestions .....	4
13.0 Visitors .....	4

**PNL114 – Workplace Safety**Sections

1.0 Worksite Analysis.....	1
2.0 Hazard Prevention and Control.....	2
3.0 Hazard Communication Program .....	4
4.0 Medical Emergencies.....	5
5.0 Safety Training .....	5
6.0 Safety Reporting and Recordkeeping .....	6

Forms

PNL114-1 / Safety Suggestion Sheet.....	9
PNL114-2 / Workplace Safety Self-Inspection Checklist.....	11
PNL114-3 / Workplace Safety Action Plan .....	25
PNL114-4 / General Workplace Safety Rules .....	27
PNL114-5 / List of Hazardous Chemicals and MSDS Index.....	29

**Security and Operations Procedures..... Tab 14****SAO101 – Intrusion Protection**Sections

1.0 Doors, Windows, and Entryways.....	1
2.0 Motion Sensing Devices.....	2
3.0 Alarm System.....	2
4.0 Redundant or Alternate Signaling .....	3

5.0 Installation, Maintenance, and Testing .....	3
--	---

## **SAO102 – Physical Security**

### Sections

1.0 Security Considerations .....	1
2.0 Parking Lots .....	1
3.0 Building Exteriors .....	2
4.0 Loading Entries .....	2
5.0 Access Controls .....	2
6.0 Locks and Lighting .....	2

## **SAO103 – Personnel**

### Sections

1.0 Background and Hiring.....	1
2.0 Proprietary Information.....	2

### Forms

SAO103-1 / Employee Hiring Packet Checklist.....	5
SAO103-2 / Key Issue/Policy .....	7

## **SAO104 – Guard Force Management**

### Sections

1.0 Criteria for Daily Activity .....	1
2.0 Basic Training Program.....	1

### Forms

SAO104-1 / Special Incident Report Form .....	5
---	---

## **SAO105 – Electronic Countermeasures**

### Sections

1.0 Video Surveillance .....	1
2.0 Intrusion Detection .....	1
3.0 Fire Detection.....	1
4.0 Access Control.....	2
5.0 Panic/Duress.....	2
6.0 Environmental Controls.....	2

### Forms

SAO105-1 / Guidelines for Selecting an Alarm System/Vendor .....	5
--	---

## **SAO106 – Executive Protection**

### Sections

1.0 Risk Analysis.....	1
2.0 Executives' Home and Family .....	1
3.0 Transportation and Office.....	2
4.0 Domestic Terrorism.....	2
5.0 Foreign Travel and Emergency Planning .....	2

**Sales and Marketing Procedures..... Tab 15****SMK101 – Collection of Sales Tax**Sections

1.0 Basis of Tax .....	1
2.0 Applicable Sales Tax Rates .....	1
3.0 Nontaxable Sales .....	2
4.0 Sales Outside of Company Jurisdiction.....	2
5.0 Billing of Tax.....	3

**SMK102 – Copyrights and Trademarks**Sections

1.0 Copyrights .....	2
2.0 Trademarks .....	4

**SMK103 – Marketing Plans**Sections

1.0 Marketing Plan – General.....	1
2.0 Market Analysis.....	1
3.0 Advertising Sources .....	3
4.0 Competitive Analysis .....	4
5.0 Advertising Planning Schedule/Diary .....	4
6.0 Customer/Reference List.....	4

**SMK104 – Model Number Designation**Sections

1.0 Model Number Designation and Assignment .....	1
2.0 Model Number Recordkeeping.....	1

**SMK105 – Public Relations**Sections

1.0 Media Requests .....	1
2.0 News Releases and Conferences .....	2

**SMK106 – Return of Goods from Customers**Sections

1.0 Origination.....	1
2.0 Receiving Goods and Processing .....	1

Forms

SMK106-1 / Returned Goods Authorization form .....	2
--	---

**SMK107 – Sales Leads**Sections

1.0 Incoming Sales Calls.....	1
2.0 Business Reply Cards and Letters .....	1
3.0 Trade Shows/Seminars.....	2

Forms

SMK107-1 / Sales Lead Tracking form.....	3
--	---

**SMK108 – Sales Order Entry**Sections

1.0 Sales Representatives .....	1
2.0 Sales Administration .....	1
3.0 Credit Department.....	2
4.0 Manufacturing/Shipping .....	2
5.0 Customer Service.....	3
6.0 Accounting/Billing.....	3

**SMK109 – Sales Training**Sections

1.0 Orientation and Training.....	1
2.0 Professional Conduct .....	2
3.0 Sales Process .....	2

**SMK110 – Trade Shows**Sections

1.0 Planning Trade Shows and Exhibits.....	1
2.0 Exhibiting.....	2
3.0 Trade Show/Exhibit Evaluation .....	3

Forms

SMK110-1 / Trade Show Worksheet.....	5
SMK110-2 / Trade Show Checklist .....	7
SMK110-3 / Trade Show/Exhibit Supply Checklist.....	9
SMK110-4 / Equipment Request Form Inventory.....	11
SMK110-5 / Show Registration .....	13
SMK110-6 / Trade Show/Exhibit Summary .....	15

***Shipping, Purchasing, and Inventory Control Procedures ..... Tab 16*****SPI101 – Packing, Storage and Distribution**Sections

1.0 Packaging Design and Materials.....	1
2.0 Packaging Process .....	2
3.0 Product Storage .....	2
4.0 Product Distribution.....	3

Forms

SPI101-1 / Shipping Log .....	5
-------------------------------	---

**SPI102 – Physical Inventory**Sections

1.0 Inventory - General .....	1
2.0 Cleaning and Organization of Inventory Areas.....	2
3.0 Year End Cut-Off.....	2

4.0 Counting Procedures and Instructions .....	2
5.0 Master Inventory and Pricing Report.....	4
<b>Forms</b>	
SPI102-1 / Inventory Sheet .....	7
 <b>SPI103 – Purchasing</b>	
<b>Sections</b>	
1.0 Order Determination and Requisition .....	1
2.0 Order Placement.....	2
3.0 Recordkeeping and Matching.....	2
4.0 Purchasing Review .....	3
<b>Forms</b>	
SPI103-1 / Purchase Requisition .....	5
SPI103-2 / Purchase Order .....	7
SPI103-3 / Purchase Order Log .....	9
SPI103-4 / Purchase Order Follow-Up .....	11
 <b>SPI104 – Receiving, Inspection, and Stocking of Parts and Materials</b>	
<b>Sections</b>	
1.0 Receiving Goods.....	1
2.0 Detailed Inspection.....	2
3.0 Rejection, Discrepancies, and Disposition .....	2
4.0 Stocking Received Goods .....	2
5.0 Receiving and Inspection Review .....	3
<b>Forms</b>	
SPI104-1 / Receiving Log.....	5
SPI104-2 / Receiving and Inspection Report.....	7
SPI104-3 / Inventory Inspection Levels .....	9
 <b>SPI105 – Shipping and Freight Claims</b>	
<b>Sections</b>	
1.0 Shipping Goods.....	1
2.0 Receiving .....	2
3.0 Freight Claims .....	2
 <b>SPI106 – Vendor Selection, Files, and Inspections</b>	
<b>Sections</b>	
1.0 Approved Vendors .....	1
2.0 Vendor Inspections .....	2
3.0 Vendor Disqualification / Reevaluation.....	2
4.0 Vendor Files .....	3
<b>Forms</b>	
SPI106-1 / Approved Vendor List.....	5
SPI106-2 / Approved Vendor Notification.....	7
SPI106-3 / Vendor Survey Form .....	9
SPI106-4 / Vendor Performance Log .....	15



SPI106-5 / Nonconformity Report ..... 17

***Index* ..... **Tab 17****

***Notes*..... **Tab 18****

Continue to next page to view sample Policy,  
Procedure and Form Set 

SOP # \_\_\_\_\_ Revision: \_\_\_\_\_  
Effective Date: \_\_\_\_\_

Prepared by: \_\_\_\_\_  
Approved by: \_\_\_\_\_

Title: MIS106 INTERNET USAGE POLICY

**Policy:** Access to the Internet through the Company is a privilege. Users granted this privilege must adhere to strict guidelines concerning the appropriate use of this information resource. Users who violate the provisions outlined in this document are subject to disciplinary action up to and including termination. In addition, any inappropriate use that involves a criminal offense will result in legal action. All users are required to acknowledge receipt and understanding of guidelines contained in this document.

**Purpose:** To define policies and procedures for access to the Internet through the Company network infrastructure.

**Scope:** This policy applies to all personnel with access to Internet and related services through the Company network infrastructure. Internet Related services include all services provided with the TCP/IP protocol, including but not limited to Electronic Mail (e-mail), File Transfer Protocol (FTP), Gopher, and World Wide Web (WWW) access.

**Procedure:**

**1.0 ACCEPTABLE USE**

- 1.1 Access to the Internet is specifically limited to activities in direct support of official Company business.
- 1.2 In addition to access in support of specific work related duties, the Company Internet connection may be used for educational and research purposes.
- 1.3 If any user has a question of what constitutes acceptable use he/she should check with their supervisor for additional guidance. Management or supervisory personnel shall consult with the Information Services Manager for clarification of these guidelines.

**2.0 INAPPROPRIATE USE**

- 2.1 The Company, Internet access shall not be used for any illegal or unlawful purposes. Examples of this would be the transmission of violent, threatening, defrauding, pornographic, obscene or otherwise illegal or unlawful materials
- 2.2 Use of Company electronic mail or messaging services shall be used for the conduct of Company, business only. These services shall not be used to harass, intimidate or otherwise annoy another person.

- 2.3 The Company, Internet access shall not be used for private, recreational or other non-company related activity.
- 2.4 The Company Internet connection shall not be used for commercial or political purposes.
- 2.5 Use of the Company, Internet access shall not be used for personal gain such as selling access of a Company user login. Internet access shall not be used for or by performing work for profit with Company resources in a manner not authorized by The Company.
- 2.6 Users shall not attempt to circumvent or subvert security measures on the Company's network resources or any other system connected to or accessible through the Internet.
- 2.7 Company users shall not use Internet access for interception of network traffic for any purpose unless engaged in authorized network administration.
- 2.8 Company users shall not make or use illegal copies of copyrighted material, store such copies on Company equipment, or transmit these copies over the Company network.

### **3.0 INTERNET AND E-MAIL ETIQUETTE**

- 3.1 Company employees shall ensure all communication through Company e-mail or messaging services is conducted in a professional manner. The use vulgar or obscene language is prohibited.
- 3.2 Company users shall not reveal private or personal information without specific approval from management.
- 3.3 Users should ensure that e-mail messages are sent to only those users with a specific need to know. The transmission of e-mail to large groups or messages with large file attachments should be avoided.
- 3.4 Electronic Mail is not guaranteed to be private. Messages transmitted through the Company e-mail system or network infrastructure are the property of Company and are therefore subject to inspection.

### **4.0 SECURITY**

- 4.1 Company users who identify or perceive an actual or suspected security problem shall immediately contact the Company Information Systems Security Manager.
- 4.2 Users shall not reveal account password or allow another person to use their account. Similarly, users shall not use the account of another user.
- 4.3 Access to Company network resources shall be revoked for any user identified as a security risk or a demonstrated history of security problems

## **5.0 PENALTIES**

Any user violating these policies or applicable state, or federal laws is subject to the loss of network privileges and any other Company disciplinary actions deemed appropriate.

## **6.0 USER COMPLIANCE**

6.1 All terms and conditions as stated in this document are applicable to all users of the network and the Internet connection. These reflect an agreement of all parties and should be governed and interpreted in accordance with the laws of the State of <State>.

6.2 All users must agree to abide by this policy by signing the Acknowledgement of Receipt and Understanding form Exhibit 1 - Computer And Internet Usage Policy

## **7.0 ADDITIONAL INFORMATION RESOURCES**

More information is available from the following resources:

- The Software & Information Industry Association (SIIA) (800) 388-7478  
[http://www.spa.org/piracy/policy/corp\\_int.asp](http://www.spa.org/piracy/policy/corp_int.asp)

## MIS106 Ex1 COMPUTER AND INTERNET USAGE POLICY

### Acknowledgement of Receipt and Understanding

Access to the Internet through the Company is a privilege. Users granted this privilege must adhere to strict guidelines concerning the appropriate use of this information resource. Users who violate the provisions outlined in this document are subject to disciplinary action up to and including termination. In addition, any inappropriate use that involves a criminal offense will result in legal action. All users are required to acknowledge receipt and understanding of guidelines contained in this document.

### ACCEPTABLE USE

Access to the Internet is specifically limited to activities in direct support of official Company business but may be used for educational and research purposes. If any user has a question regarding acceptable use he/she should check with their supervisor for additional guidance. Management or supervisory personnel shall consult with the Information Services Manager for clarification of these guidelines.

### INAPPROPRIATE USE

The Company, Internet access shall not be used for any illegal or unlawful purposes. Examples include the transmission of violent, threatening, defrauding, pornographic or obscene materials.

Use of Company electronic mail or messaging services shall be used for the conduct of Company business only. These services shall not be used to harass, intimidate or otherwise annoy another person or for private, recreational or other non-company related activities including commercial or partisan political purposes or for personal gain such as selling access of a Company user login. Internet access shall not be used for performing work for profit with Company resources in a manner not authorized by The Company.

Users shall not attempt to circumvent or subvert security measures on either the Company's network or any other system connected to or accessible through the Internet. Company users shall not use Internet access for interception of network traffic for any purpose unless engaged in authorized network administration.

Company users shall not make or use illegal copies of copyrighted material, store such copies on Company equipment, or transmit these copies over the Company network. This includes copies of software that the company has not purchased or does not have a license.

### INTERNET AND E-MAIL ETIQUETTE

Company employees shall ensure all communication through Company e-mail or messaging services is conducted in a professional manner. The use of vulgar or obscene language is prohibited. Company users shall not reveal private or personal information without specific approval from management.

Users should ensure that e-mail messages are sent to only those users with a specific need to know. The transmission of e-mail to large groups or messages with large file attachments should be avoided. Users should note **Electronic Mail is not guaranteed to be private. Messages transmitted through the Company e-mail system or network infrastructure are the property of The Company and are therefore subject to inspection and control.**

### SECURITY

Company users who identify or perceive an actual or suspected security problem shall immediately contact the Company Information Systems Security Manager. Users shall not reveal account password or allow another person to use their account. Similarly, users shall not use the account of another user. Access to

Company network resources shall be revoked for any user identified as a security risk or for those with a demonstrated history of security problems.

**USER COMPLIANCE**

All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the laws of the State of <State>. Any user violating these policies or the applicable state, or federal laws is subject to the loss of network privileges and any other Company disciplinary actions deemed appropriate.

I understand and will abide by this *Computer and Internet Usage Policy*. I further understand that any violation of this policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action and or appropriate legal action may be taken.

User Signature \_\_\_\_\_ Date \_\_\_\_\_

# Notes