

Company Policies

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Policies



Vocabulary

Mandate: to make something necessary, especially as a rule.

Prerequisite: something that must exist or happen before something else can exist or happen.

Transparency: the quality of being done in an open way without secrets.

Straightforward: (of a person) honest and not likely to hide their opinions.

Compliance: the act of obeying an order, rule, or request.

Straggler: a person or animal that is last in a group to do something or the last to get to or leave a place.

Introduction

Company policies and procedures establish the rules of conduct within an organization, outlining the responsibilities of both employees and employers.

Company policies and procedures are in place to protect the rights of workers as well as the business interests of employers.

Let's take a look at a few company policies.

