



MAUS Policies & Procedures Manual: Sample Policy Handbook



Overview:

MAUS Policies and Procedures Manual contains over 90 sample policies which will help you compile a comprehensive operations handbook. The program contains a resource library where you can create and store your own customised policies and procedures. The program includes an easy to use document creation wizard and gives you the ability to add company specific details to your manual such as a logo.

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Your Company Name



Example of Policy:

Accounting & Finance

Policy No.: 1

Policy:

Travel expense reimbursement

Description:

Company XYZ has guidelines for all managers regarding the reimbursement of all travel related expenses.

Purpose:

To explain the general procedures relating the reimbursement of travel expenses.

Scope:

The following guidelines are to be adhered to at a company wide level.

Procedure:

All travel undertaken for business related purposes can be claimed back as an expense to Company.

This includes expenses for training, conferences, meetings or other official functions. Any business travel which requires overnight accommodations must be pre-approved by the department manager.

A copy of your itinerary must be signed prior to embarking on any such travel so as to ensure your expenses will be reimbursed.

XYZ Company will not be responsible for any personal expenses incurred while travelling.

Please retain receipts for all expenses as these will not be approved without written receipts.

Your Company Name



Example of Policy:

Recruitment & Remuneration

Policy No.: 2

Policy:

Employee termination

Description:

Company XYZ has guidelines for all managers regarding the training and skill development of employees.

Purpose:

To explain the general procedures relating to training and development.

Scope:

The following guidelines are to be adhered to on a company wide level.

Procedure:

Terminations are an inevitable part of personnel activity within any organisation, and many of the reasons for termination are routine. Below are some examples of some of the most common circumstances under which employment is terminated:

Resignation

Employment termination initiated by an employee who chooses to leave the organisation voluntarily.

Discharge

Employment termination initiated by XYZ Company

Medical Termination

Employment termination initiated by the employee or by XYZ Company when an employee is unable, for health reasons, to continue work.

Retirement

Voluntary retirement from active employment status initiated by the employee.

When an employee's employment with XYZ Company is terminated for any reason, any employee benefits then due to them shall be paid in a cash settlement computed from the employee's last working day with XYZ Company.

Your Company Name



Example of Policy:

Staff Development

Policy No.: 3

Policy:

Training and development

Description:

Company XYZ has guidelines for all managers regarding the training and skill development of employees.

Purpose:

To explain the general procedures relating to training and development.

Scope:

The following guidelines are to be adhered to on a company wide level.

Procedure:

- Heads of Department are expected to take note of any particular knowledge or skill deficiency of a subordinate employee which may be preventing the effective performance of duties by the employee.
- Employees may also be nominated for training for career progression.
- All training nominations must be directly related to the job function of the employee and to the needs of Company XYZ, such as:
 - The need to remedy an employee's inadequate job competence;
 - The need to increase an employee's job efficiency;
 - The need to groom potentially capable employees for more responsible positions as part of their career development;
 - The need to accommodate changes requiring the upgrading of employees' skills as a result of company re-organisation.

MAUS Policies & Procedures Manual

Create Your Own Customised Operations Manual



MAUS Policies Manual is designed to help companies develop a complete operations handbook incorporating procedures, workflow documents and business forms into one comprehensive reference manual.

This innovative software will allow you to create a handbook that is specific to your business, not just a collection of standardised policies and procedures. An operational handbook translates a company's business direction into clear goals and easy to follow guidelines.

This increases the flow of communication between departments and divisions and ensures that staff at all levels are provided with clear procedural information. Clearly defined policies increase productivity. They provide employees with a reference source on many operational questions, allowing staff to make faster decisions while complying with company guidelines.

Whether your business is large or small, MAUS Policies Manual will save you an enormous amount of time and money in creating a tailored handbook. The easy to use policy tree enables you to move efficiently through each section, while a simple to use reporting feature keeps you focused on the policy creation process.

Key Benefits

- Promotes better organisational communication and reduced inefficiencies
- Creates easily understandable goals and guidelines for operating your business
- Saves 50-90% of the time normally taken to complete a policies manual
- Increases employee productivity through clearly defined procedures
- Suitable for any organisation or industry

Summary of Features

90+ customisable sample policies and procedures, resources library, resources tree, policy tree, policy wizard, start up wizard, import module, publishing module, reports module, administration module, password security, wide range of export formats.