

Company Agreement Authorisation Policy

Purpose: To establish guidelines for authorising company agreements to ensure accountability and compliance with company protocols.

Scope: This policy applies to all employees, contractors, and any other individuals or entities acting on behalf of the company.

Policy Statement:

1. Authorisation Requirement:

- Only the General Manager or any Director of the company is authorised to approve and sign company agreements.

2. Definitions:

- A company agreement refers to any contract, memorandum of understanding, partnership, collaboration, or any other binding document that obligates the company.

3. Responsibilities:

- The General Manager and Directors are responsible for reviewing and evaluating all aspects of the agreement to ensure they align with the company's goals, policies, and legal requirements.
- Any individual who wishes to enter into an agreement on behalf of the company must first obtain written approval from either the General Manager or a Director.

4. Procedure:

- All proposed agreements must be submitted to the General Manager or a Director for review.
- The General Manager or Director will assess the agreement's terms, risks, and potential benefits.
- Upon approval, the authorised individual will sign the agreement and ensure it is properly documented and filed.

5. Compliance:

- Failure to adhere to this policy may result in disciplinary action, up to and including termination of employment or contract.
- Any agreements signed without proper authorisation will be considered null and void.

Review and Amendments:

- This policy will be reviewed annually and may be amended as necessary by the General Manager or the Board of Directors.