

## ADMIN POLICY

**Admin Policy for Civil Interior and Exterior projects:**

1. **Project Management:**
  - Ensure timely completion of projects while adhering to quality standards.
  - Define clear roles and responsibilities for all team members.
2. **Workplace Organization:**
  - Maintain clean, organized job sites and ensure proper storage of tools and materials.
  - Ensure adequate facilities for workers, including safe rest areas and proper sanitation.
3. **Communication:**
  - Establish effective communication channels for smooth coordination between teams (e.g., site supervisors, engineers, and workers).
  - Ensure prompt reporting of issues, delays, or safety concerns.
4. **Scheduling and Attendance:**
  - Maintain an efficient work schedule and ensure attendance is recorded accurately.
  - Handle leaves, holidays, and overtime according to company policy.
5. **Document Control:**
  - Maintain proper documentation for project plans, contracts, permits, and inspections.
  - Ensure compliance with all required record-keeping practices, including time sheets and safety logs.
6. **Procurement and Inventory:**
  - Oversee procurement of materials, ensuring cost-effectiveness and quality.
  - Keep track of inventory, ensuring materials are available when needed and used efficiently.
7. **Safety Compliance:**
  - Enforce safety protocols and regulations at all times.
  - Regularly conduct safety inspections and provide training.
8. **Employee Conduct and Discipline:**
  - Ensure all workers follow the company's code of conduct, including punctuality, behavior, and work ethics.
  - Address any disciplinary issues promptly and according to company guidelines.
9. **Cost Control:**
  - Monitor project budgets and ensure cost-effective practices.
  - Regularly review expenditures to prevent overspending.