



Organization Manual

This document was created with BlueSpice

BlueSpice 4

Approval not enabled

Introduction

Organizational structure

Organization chart

Substitute arrangements

Operational organization

Quality management

Quality management

Risk management

Table of contents

1 Introduction 4

2 Organizational structure 6

 2.1 Organization chart 9

 2.2 Substitute arrangements 10

3 Operational organization 11

4 Management instruments 13

 4.1 Quality management 13

 4.2 Risk management 14

1 Introduction

Tour 4 Organization Manual

next: [Org chart](#)

Contents

1.1 Purpose and goals	5
1.2 Validation	5
1.3 Release	5
1.4 Review	5

1.1. Purpose and goals

The organization handbook (OHB) is used to describe the organizational structure of MyCompany Inc. and the tasks of the positions in the organizational units (divisions, specialist areas).

1.2. Validation

The OHB is valid in the latest version. A new revision status of the manual comes into effect when it is published in the company wiki.

1.3. Release

The OHB is managed or made available digitally in the company wiki. Paper-bound copies are held by the management.

1.4. Review

The OHB is reviewed at least annually. Necessary changes are to be communicated to management. Significant changes require the approval of management.

Tour 4 [Organization Manual](#)

next: [Org chart](#)

2 Organizational structure

Contents

1 Overview	7
2 Managing directors	7
3 Department managers	7
4 Managers	8

Overview

The organizational structure of MyCompany Inc. is divided into three levels

1. **Management:** The management consists of several managing directors.
2. **Department:** The heads of the department are department managers.
3. **Departmental unit:** The heads of the departmental units are managers.

The responsibilities and competencies are documented in the [role definitions](#) through quality management.

Managing directors

Managing directors have the following basic tasks, competencies and responsibilities:

1. Perception of the statutory management tasks in accordance with the GmbH law.
2. Judicial and extrajudicial representation of the company.
3. Timely registration of bankruptcy.
4. Collecting information about all relevant and economic circumstances.
5. Submission of monthly wage tax and sales tax advance returns.
6. Ensuring and monitoring proper bookkeeping and accounting, as well as the preparation of the annual financial statements.
7. Ensuring that the GmbH fulfills its obligations towards the social security institutions. Here especially:
 1. Withholding of the contributions to health insurance, pension insurance and unemployment insurance and transfer to the social security agencies,
 2. Registration of employees with the trade association.

Department managers

In principle, the department managers have the following tasks, competencies and responsibilities:

1. Organization of one's own area of responsibility and ensuring the proper performance of tasks, taking into account all legal and other normative concerns as well as contractual framework conditions.
2. Determining the organization of the departments in coordination with the department heads.
3. Determining cooperation within your own area of responsibility and coordination with other lines as well as cooperation with officers/special functionaries and, if necessary, external parties.
4. Responsibility for the proper use of employees' working hours, if necessary arrangement of overtime in compliance with legal and operational requirements.
5. Monitoring of the work of the subordinate employees and compliance with specified or agreed deadlines and costs.
6. Ensuring the organization and implementation of the specified on-call services of the departments of the department.
7. Approval of vacation, time off in lieu for subordinate employees and arranging for the reporting of vacation and illness-related absences.

-
8. Approval and review of business trips and their accounting within the framework of personal responsibility.
 9. When fulfilling the tasks, the employees are to be managed in such a way that their qualifications and initiative can be optimally used by the company.

Managers

The managers of each departmental unit have the following tasks, competencies and responsibilities:

1. Organization of the department in coordination with the department manager, in particular
 1. Deciding on the distribution of tasks within the department,
 2. Determining the work goals of the subordinate employees,
 3. Determining cooperation with internal and external bodies.
2. Deciding on the assignment of the subordinate employees and defining the work processes.
3. Responsibility for the proper use of employees' working hours, arranging overtime if necessary in compliance with legal and operational requirements and confirming the information in the employees' payroll forms.
4. Organize and carry out the defined on-call services of the department.
5. Monitoring the work of the subordinate employees and compliance with specified or agreed deadlines and costs.
6. Setting up a vacation schedule for the department, approving vacation time, compensatory time off for the department and arranging for the reporting of vacation and illness-related absences.
7. Approving and checking business trips and their accounting within the framework of personal responsibility.
8. Documenting the tasks of the subordinates in job descriptions and regularly checking them for accuracy and completeness.
9. Prepare proposals to the responsible department head regarding
 1. personnel planning (personnel requirements, training and further education measures),
 2. the transfer or dismissal of employees,
 3. Changing job evaluations and reassignments of subordinates, and awarding bonuses and allowances.
10. Participation in the recruitment of new employees, assessment of the professional and personal suitability of applicants, hiring suggestions to the division manager.

2.1 Organization chart

Tour 4 [Organization Manual](#) < [Book](#)

next: [Page approval](#)



Tour 4 [Organization Manual](#) < [Book](#)

next: [Page approval](#)

2.2 Substitute arrangements

2.2.1. Substituting for key functions

The following deputy arrangements apply to all planned and unplanned absences:

Function	Owner	Deputy
Executive manager	Januz Čaplo (GF)	Jan Lowe (PA)
Marketing and Sales manager	Emma Røgeberg (MuV)	Janus Caplo (GF)
Research & Development manager	Sarah Naumann (Dev)	Erik Theiss (Dev)

2.2.2. Vacation substitute arrangements

In general, all employees are responsible for organizing a substitute during this time in the event of plannable absences. The exact guideline for substitutes during vacations is documented in the guideline *vacation policies*.

3 Operational organization

The operational organization is described in various related manuals:

- Sales Organization Manual
- Product Development and Technical Services Manual
- Services and Projects Manual
- Finance and Accounting Manual

4 Management instruments

The quality management includes the following areas. Our company applies the ISO9001:2015 standard. Our primary goal is to ensure and exceed customer satisfaction. In the long term, we aim to achieve official ISO certification.

The current documentation is summarized in our quality manual:

- [Role definitions](#)
- [Process descriptions](#)
- [Work instructions](#)
- [Audit reports \(internal\)](#)

4.1 Quality management

The quality management includes the following areas. Our company applies the ISO9001:2015 standard. Our primary goal is to ensure and exceed customer satisfaction. In the long term, we aim to achieve official ISO certification.

The current documentation is summarized in our quality manual:

- [Role definitions](#)
- [Process descriptions](#)
- [Work instructions](#)
- [Audit reports \(internal\)](#)

4.2 Risk management

According to the ISO 31000 standard, risk management is a management task in which the risks of an organization are identified, analyzed and later evaluated.

All corporate risks already identified are documented together with any incidents:

- [All risks](#)
- [All incidents](#)