

Introduction

Tour 4   Organization Manual

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### 1.1. Purpose and goals

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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

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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

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

### 1.4. Review

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