

OM:Introduction

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Objective

The organization manual serves to describe the organizational structure of the Example Company and the tasks of the positions in the organizational units (Divisions, Departments).

Validation

The latest version of the organization manual shall apply. A new revision status of the manual comes into force with its publication in the company wiki.

Publication

The organization manual is digitally maintained and provided in the company wiki. Paper-bound editions are held by the management.

Review

The organization manual will be reviewed and, if necessary, adapted if necessary, but at least once a year. Necessary changes are to be communicated to the management. Material changes require the approval of the management.