# Directed Work 02: General company policy.

## Exercise 1: Multiple Choice (MCQ)

**Choose the correct answer(s) for each question.**

1. **What is the main purpose of a general company policy?**

   A. To generate more profits quickly

   B. To serve as a guiding framework for decision-making

   C. To replace the company's strategic plan

   D. To regulate employee salaries

2. **SWOT analysis helps a company to:**

   A. Define legal policies

   B. Understand internal and external factors

   C. Avoid writing procedures

   D. Monitor employee attendance

3. **A company's general policy is mostly designed by:**

   A. Interns and junior staff

   B. Competitors

   C. Senior management

   D. The legal department only

4. **Which of the following is not a direct benefit of an effective company policy?**

   A. Clear company vision

   B. Random decision-making

   C. Better reputation

   D. Human resource consistency

## Exercise 2: True or False

State whether the statements below are **True (T)** or **False (F):**

1. Company policy should only be developed by external consultants.
2. A general policy serves as a reference for company-wide decisions.
3. The term "policy" originates from ancient Rome.
4. A well-written policy helps in avoiding inconsistency in procedures.
5. Including employees in policy creation reduces commitment to the final result.

## Exercise 3: Fill in the Blanks

Use the following words to complete the sentences below:

**stakeholders – governance – strategy – values – objectives – productivity – SWOT – procedures**

1. Company policy provides a consistent style of _________ for the organisation.
2. One of the first steps in implementing a policy is defining clear _________.
3. A _________ analysis helps to identify internal strengths and external threats.
4. Policies should reflect the company's core _________ to build a strong culture.
5. Well-written policies and _________ can help boost team _________.

## Exercise 4: Short Answer

1. Define what is meant by **general company policy** in your own words.
2. Explain **two benefits** of involving employees in the process of writing company policies.
3. What is the SMART method and how is it used in setting policy objectives?