

HR Policies

WAREHOUSE ROOM POLICY (Feb 17, 2022) WAREHOUSE ROOM POLICY (FEB 17, 2022)

TO/FOR : ALL CONCERNED

FROM : The Management

SUBJECT: WAREHOUSE ROOM POLICY

DATE : 17 February 2022

A warehouse is “a planned space for the efficient storage and handling of goods and materials”.

Warehousing is the process of storing goods which are to be distributed later.

This policy is created for the purpose of ensuring that all the items or stocks are well and safely kept by the authorized personnel.

- Only authorized personnel may enter the room. Other personnel outside the department shall secure approval from the Head / Superior of the department
- Proper segregation and identification of physical items according to its weight and qualification e.g. Class A, Class B and to other branches of inventory
- Ensure that all the items are safe and well-arranged / managed
- Follow the First In, First Out Policy
- All items / stocks shall place orderly and with label
- All the stocks / orders placed outside the warehouse must be identified as for delivery the next day morning with approval of the management.
- No stocks / items shall be left outside the warehouse room after office hours except those approved and for delivery the next day.
- Proper segregation of stocks inside the warehouse room must be followed.
- Movement of items shall be directly from vehicle to warehouse, and warehouse to vehicle only. If stopovers are inevitable (i.e., batch movement, shortage of pushcart or elevator waiting), supervision of at least one authorized personnel is required and logged accordingly.
- Ensure safety of items / stocks inside the warehouse room by securing all doors are locked at all times when no authorized personnel inside.

SANCTIONS / OFFENSES

.....- Any person involved or caught not following this policy shall be disciplined accordingly

.....- Losses / Missing items shall undergo investigation. Once proven for charge, payment terms shall be in salary deduction scheme with properdocumentation and authorization to deduct from the employee.

SCHEDULE OF OFFENSES:

First Offense – Written Warning

2nd Offense – 3 days suspension

3rd Offense – 6 days suspension

4th Offense – Termination

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