# WINE GRAPES MARKETING BOARD Policy Chart

# **POLICY**

## **OFFICE**

- Authorised Signatories
- Backup of computer files
- Board Policy Review
- Board Room Rental
- Business Continuity –
  Disaster Recovery Plan
- External Advertising and Mail out
- Financial Assistance Legal Costs
- Payroll Procedure
- Risk Register
- Term Deposit Policy
- Assets
- Office Closure
- Document Retention

## **STAFF**

- Farewell Gift Policy
- Financial Limits of Purchasing
- Fraud Control
- Password Changing
- Organisational Chart
- Reimbursement of Expenses
- Staff Uniform Policy
- Social Media Policy
- Employee Assistance Policy

# **PURCHASING**

- Ordering Goods and Services
- Payments for Goods and Services
- Tender for Services
- Reimbursement of Chemical Users Expense
- Reimbursement of 3<sup>rd</sup> Party HACCP Certification Expense

# **SALES**

- Cash Receipting
- Revenue Recognition and Collection
- 2<sup>nd</sup> Party HACCP
- Debt Collection and Interest on Outstanding Statutory Fees and Charges Invoices
- Motor Vehicle Tender

## **BOARD**

- Competition Law Protocols
- Board Meeting Attendance and Payment
- Related Party Transactions

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