

1 GENERAL OFFICE ADMINISTRATION

1.1 Communication

- 1.1.1 ATPS seeks to provide all employees with current information on activities and developments affecting the organization. Staff are strongly encouraged to ask questions, maintain an active interest in ATPS activities, and offer suggestions. To promote staff involvement in ATPS's work, periodic retreats will be arranged by the Secretariat.
- 1.1.2 Staff use of photocopying, long distance telephone, telex and fax equipment for personal needs are to be recorded and reimbursed on a monthly basis. Staff should limit personal telephone calls and other communications to essential matters. When absent from the office, staff should provide information as to where they can be contacted if necessary.
- 1.1.3 The Messenger handles incoming and outgoing mail under the supervision of the Receptionist, who arranges for its distribution. All incoming and outgoing mail is registered in the Mail Register by the Receptionist. A Fax Register is also maintained by the Receptionist. However, any employee who picks a fax memo must record its particulars in the fax Register.

1.2 Office Security

- 1.2.1 Access to the offices will be strictly controlled, and visitors will be permitted access through the Receptionist. The front door will remain locked outside office hours, and suitable security measures taken through the use of alarms and intruder detection systems. Movement of equipment will be controlled by procedures operating under the Fixed Assets procedure.
- 1.2.2 All visitors to the premises will be issued with visitors' badges at the reception. Badges must be displayed at all times on the premises. Employees should escort any person on the premises who is not displaying an identification badge back to the reception. Visitors will remain at the reception until the appropriate member of staff is available to escort them in and out of the office area.
- 1.2.3 To assist in maintaining office security, the last employee to leave the office should ensure that all entrances are locked. No money or valuable property should be left unattended as ATPS insurance coverage does not extend to personal property.
- 1.2.4 In the event of a fire or emergency, staff should leave their workstations immediately and not stop to clear papers or collect personal belongings. Staff should note the location of fire exits and extinguishers. In the event of fire, lifts must not be used.

Networks Administrative Policies And Procedures Manual

Jin-Ying Zhang



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