

**Q1.** Explain what management policies are and discuss their role within an organization. Include an analysis of the different types of policies (operational, strategic, human resources) and their respective purposes and functions.

**Answer** ¶ Management policies are the guiding principles and rules that govern an organization's operations and decision-making, management policies are formal written statements that establish clear guidelines and procedures for various aspects of an organization's operations ¶ Imagine navigating a ship across a vast ocean. Without a clear map, compass, and set of guiding principles, reaching your destination becomes a near impossible feat. Organizations work similarly – they need management policies to steer them towards their goals ¶ Different types of policies

- 1– Operational Policies: These deal with day-to-day activities and procedures such as (expense reimbursement or equipment usage) Example: – (a policy on how employees request office supplies in an Egyptian bank)
- 2– Strategic Policies: These focus on long-term goals and guide major decisions such as (market expansion or technological investment) Example: – (a policy set by an Egyptian energy company to invest in renewable energy sources)
- 3– Human Resources Policies: These cover employee-related matters such as (recruitment, compensation and performance management) Example: – (policy on parental leave offered by an Egyptian IT firm)