

Policy: Administration Services Policy

Policy Reference: C/AD/001

Version: 01

Person Responsible: Human Resources Management Director

1. Policy Statement

Bahrain Polytechnic is committed to providing sustainable administration services in line with its vision and mission. These services provided to the Bahrain Polytechnic community are effectively and efficiently managed in ways that take health and safety issues, customer care, hospitality and expenses into consideration and that ensure compliance with external requirements.

2. Definitions

Pool vehicles: cars, vans, minibuses, transport vehicle owned by Bahrain Polytechnic.

Fleet Administrator: person in facilities transport section responsible for the booking and maintenance of pool vehicles.

Driver: Bahrain Polytechnic dedicated staff responsible for transporting to/from the business to/from the Bahrain Polytechnic campus under facilities transport section.

3. Application

People:

This Policy applies to the following:

- Staff
- Students
- Other authorised individuals

Processes:

This Policy applies to the following Procedures:

- Business Card Request
- Travel Arrangements
- Copy Centre Services Request
- Stationery Request
- Stamp Request
- Catering Request
- Courier Request

- Phone Request
- Translation Request

4. External Requirements

- Cabinet affairs
- Ministry of Finance Business Cards printing Issue No. 15
- Kingdom of Bahrain Law No. 22 of the Year 2006 relating to the Protection of Copyright and Neighbouring Rights
- Criminal code no.15 of 1975
- Civil Service Bureau Code No. (8) for 2009
- Ministry of Finance General Provision for payment of Travel Entitlements, Issue No AD/A1/7/11/2004

5. What is Expected:

- To provide relevant services in relation to Bahrain Polytechnic core business.
- To maintain effective and efficient processes to enhance productivity.
- To satisfy the Bahrain Polytechnic community in relation to administration services that enables all stakeholders to meet internal and external requirements.
- To offer services within clear and set criteria that will maintain equity and fairness.

6. Key Dates

First Approved:

This Version Approved: 13/04/2013

Next Review Date: 4 years from the approval of this version

7. Links and Related Documents

- Business Card Request Procedure P/C/AD/001.1
- Travel Arrangement Procedure P/C/AD/001.2
- Stationery Request Procedure P/C/AD/001.3
- Stamp Request Procedure P/C/AD/001.4
- Catering Request Procedure P/C/AD/001.5
- Phone Request Procedure P/C/AD/001.6
- Courier Request Procedure P/C/AD/001.7
- Translation Request Procedure P/C/AD/001.8
- Copy Centre Services Request Procedure P/C/AD/001.9
- Request Use of Bahrain Polytechnic Vehicles Procedure P/C/AD/001.10