Document Title	**Organisational Structure**		
Doc. Number	GEN-POL-004	Doc. Owner	General Manager
Author	Angela Byrne	Revision	Rev. 05
Reviewed by	Angela Byrne	Approved by	Fiona Spillane
Next Review Date	14/08/2024	Approved Date	14/08/2023

1. Policy Statement

At Shorcontrol Safety we believe that strong and clear governance practices are essential to foster trust, confidence, management accountability and to achieve the business' long-term strategic mission, vision, and values.

2. Purpose

The purpose of this policy is as follows:

- To set a guideline which must be followed when constructing an organisational chart of Shorcontrol Safety staff.

3. Scope

The scope of this policy aims to comply with best practice guidelines for creating an org chart, as well as the quality assurance requirements of Shorcontrol Safety and our awarding organisations. It is applicable to personnel tasked with appointing individuals to staff positions, as well as those who update and maintain the company's organisational chart.

Exclusion: Academic and Corporate Governance Structures are excluded from the contents of this policy.

4. Definitions

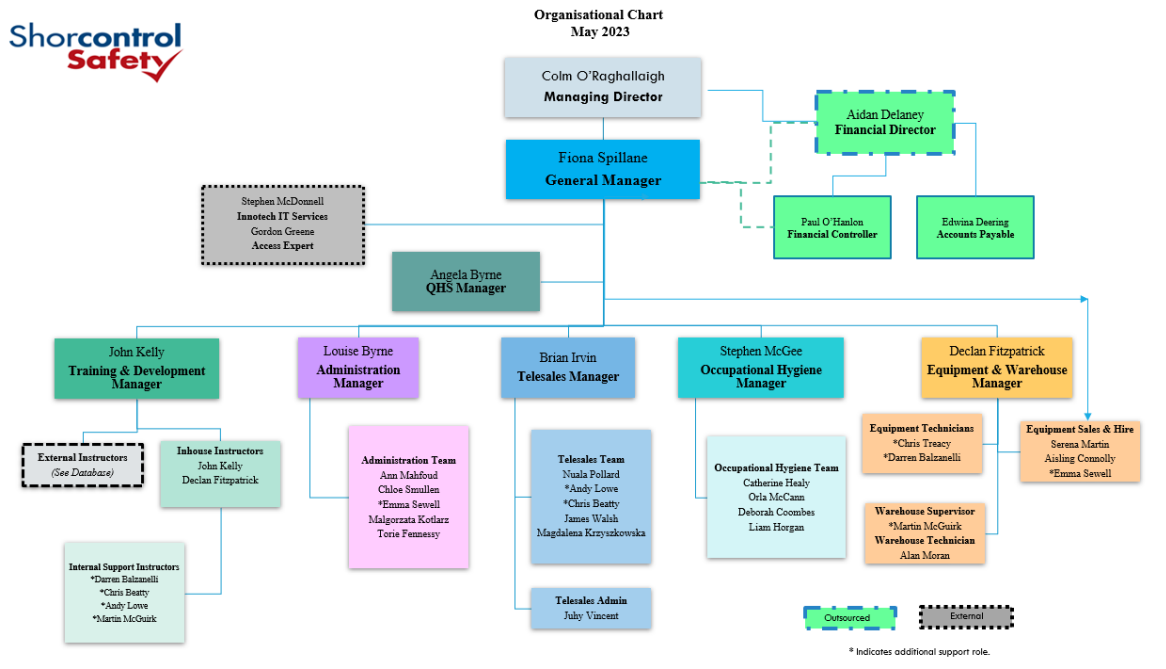| Term	Definition
Organisational (Org) Chart	A graphical representation of relationships between the organisations departments, functions, and employees. It is a diagram that visually conveys the organisation's structure to help understand the chain of command, reporting or relationship structure.

5. General Policy Requirements

5.1 Organisational Chart Structure

- The organisational chart must be constructed in a format which clearly indicates where employees and their respective positions reside within the company's hierarchy.
- The organisational chart must be constructed in a top-down format.
- Top management names can be placed above their respective title or position within the company to distinguish seniority over their relevant departments.
- Employee's names must be placed directly below their respective title or position name within the company.
- The top of the chart should list upper management positions (e.g., directors, general managers, etc.)
- Under the upper management positions, departments, along with the leading manager or head of the department should be listed.
- In the absence of a manager or head of the department, the individual who the department reports will be responsible for managing that department.

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- Employee's whose positions reside within their respective department should be listed below the manager or head of the department.
- Determining where employee's position resides within the organisational chart must be based on who that employee directly reports to.
- In certain situations, employees will hold support roles. In this case said employees can be identified as support roles within the respective department.
- In some cases, the Head or Manager of a department will not function as a member of management which staff report to.
    - o In these instances, the staff members within the department will instead report to the manager whose position is above the Head or Manager of their respective department.
    - o In these instances, the staff member will be made aware of who they are reporting to prior to beginning work in their hired position.
- Employees who are in different departments but share the same level of responsibility must be placed on the same horizontal level as one another (e.g., managers of departments will be placed side by side to managers of other departments).
- Some departments that are outsourced to third parties (e.g., Information Technology Department) may be placed above other employees, however the individual who is responsible for managing the relationship between Shorcontrol Safety and that third-party should be clearly shown. No employee is to report to a third-party.
- All created or updated organisational charts must display the month and year in which the chart is relevant to.
- All organisational charts must display the Shorcontrol Safety logo.

See below most recent Operational Organisational Chart for Shorcontrol Safety staff.

6. Responsibilities

Employee Title/Classification	Responsibility
Directors, Top Management & Senior Management	To ensure the necessary resources are available within the organisation for the implementation of this policy. To ensure the contents of this policy are implemented effectively. To investigate and act upon any breaches or violations which may arise or be reported from individuals citing behaviour related to this policy.
Employees/ Staff/ Instructors/ Sub-contractors	To adhere to the requirements set out in this policy. To report any breaches or violation of this policy to top/senior management for investigation and resolution.

7. Enforcement

Employee Title/Classification	Responsibility
General Manager	Has the discretion of determining the repercussion on the discovery of any member of staff, tutors, managers, visitors, or subcontractor's unacceptable behaviour related to this policy. Has the discretion of determining the repercussions on the discovery of a manager or assigned responsible personnel's failure to enforce or follow this policy or its procedures.
Managers and Heads of Departments	Has the discretion of determining the repercussions on the discovery of any subordinate or learner's unacceptable behaviour related to this policy.

8. Related Information and Documents

Document ID	Title
GEN-PRO-007	Staff recruitment & development procedure
GEN-POL-005	Job Roles & Responsibilities
GEN-POL-001	Conflict of Interest Policy
TRA-PRO-001	Governance Structure & Quality Management in Training
TRA-PRO-002	Academic Committee Constitution

9. Policy Review

This policy shall be reviewed when:

- There is a change of General Manager at Shorcontrol Safety.
- There is a change in any of the related policies or procedures found in section 8. *'Related Information & Documentation'* of this document.
- As prescribed in Shorcontrol Safety's policy and procedure review schedule.
- As determined or requested by the General Manager at Shorcontrol Safety.

Revision Date	Author with Title	Description
09/01/2019	Adam Romans; Quality Coordinator	Initial release of document.
28/02/2023	Angela Byrne; QHSM	Review, update and reformat layout/structure.
22/05/2023	Angela Byrne; QHSM	Updated Org Chart to include new personnel.
07/07/2023	Angela Byrne; QHSM	Removal of critical job roles Rev. 03 and added to GEN-POL-004 Rev. 04.
14/08/2023	Angela Byrne; QHSM	Update of 'Related documents & Information' section.