



GSI POLICY NUMBER	REVISION #	EFFECTIVE DATE:	NUMBER OF PAGES
	1	NOV 1 2016	1

"PROVIDING THE WARFIGHTER THE RIGHT SOLUTIONS AT THE RIGHT TIME"

Policy Title: Introduction to the Policies & Procedures

Purpose

The purpose of GSI Policies Manual is to provide policies and procedures to establish a standard that guides how we conduct ourselves as employees including how we work, interact with others and manage the business. The policies are in keeping with the values and goals of GSI. GSI policies should not be read as being all inclusive of the details of each policy. In addition, the policies should not be interpreted as forming an express or implied contract or promise that the policies discussed in it will be applied in all cases. GSI may add, revoke or modify policies from time to time.

The Senior Director of Corporate Human Resources is responsible for interpreting and administering policies and with the CAO and President & CEO will review and authorize changes in GSI's policies as necessary. Corporate Human Resources is responsible for disseminating new policy information.

Operating Group Executives should refer to the policies whenever questions of policy interpretation or implementation arise. Formal clarification should be referred to the Senior Director of Corporate Human resources.

Throughout the policies:

- If masculine gender is used it should be interpreted to include the feminine gender;
- "Supervisor" means an individual with authority to assign, direct, and review the work of two or more subordinates.

General

1. Corporate Human Resources will maintain Master Copies of all policies.
2. Departments will review Policies within their responsibility as required to keep them current and prepare revisions or propose new policies and operating instructions to Corporate Human resources.
3. Corporate Human Resources will archive all changes to policies.