



**QUALITY HOSPITALITY**  
ADELAIDE CATERING

# Documentation Policy

- **Quality Hospitality** is committed to keeping records of all activities within the organisation, including performance outcomes of strategies, teams, and individuals.
- **Quality Hospitality** adheres to all copyright and privacy laws enforced in Australia.
- **Quality Hospitality** uses digital systems to store documentation.

The following system is currently in use:

- **Quality Hospitality** employees will store all information in the designated computer located at the Head Office.
- All files will be saved in the official **Quality Hospitality** hard drive.
- Only authorised personnel have access to the official **Quality Hospitality** hard drive.
- **Quality Hospitality** personnel must not copy or use the contents of the official **Quality Hospitality** hard drive for personal use or for any use that breaches any copyright or privacy laws.
- A back-up of all files on the hard drive is stored in a secondary hard drive kept solely by the HR Manager.