



Operations Manual

Governed By: Marketing/Communications	Effective Date: 01/01/2013
Procedure: # 18 - The CEO Intranet	Updated Last: 04/29/2013
Purpose: Intranet Usage	
Refer to Policy #:	

Summary:

Web address: <http://intranet.ceo-cap.org/>

The intranet should be considered the employee "home base" - it is where you can download the most commonly used internal forms, company event schedules, the master phone directory, and messages from the President/CEO. You can also see internal photos from our latest events, read company news updates, and more. The intranet is maintained by the Marketing and Communications Department.

Program or Site: (program name)	Effective Date: (mm/dd/yyyy)
Procedure: (procedure name)	Updated Last: (mm/dd/yyyy)
Purpose: (what is the purpose of this procedure?)	

Summary: