INTERNATIONAL MOONLIGHT PUBLISHERS

POLICY AMENDMENT PROPOSAL FORM

Document Code: ADM-028
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Purpose: Used to **propose changes or updates to existing administrative policies**.

Date of Proposal: _____

Proposed By (Employee Name & Department): _____

Current Policy Name & Code: _____

Proposed Amendment Summary:

Reason for Amendment (Check One):
☐ Compliance with New Regulations ☐ Operational Efficiency ☐ Employee Feedback ☐ Other: _____

Detailed Justification for Amendment:

Expected Benefits of Amendment:

Approval & Review: ☐ Approved ☐ Not Approved

Reviewed By: _____

Position: _____

Signature: _____

Date: _____

Usage Instructions:

- ☑ **Employees and managers may propose policy amendments** for operational improvements.
- ☑ The Admin Team **must review, evaluate, and seek senior approval** before implementing changes.
- ☑ Approved amendments **must be communicated company-wide**.