


<b>Category</b>	Campus Services	<b>Policy Number</b>	SUP-CAM-301	 جامعة زايد ZAYED UNIVERSITY
<b>Distribution</b>	Internal	<b>Version</b>	3.2	
<b>Responsible Office</b>	CAFO	<b>Policy Owner</b>	CPDS	
<b>Date Approved</b>	10 June 2020	<b>Effective Date</b>	10 June 2020	
<b>Date Last Reviewed</b>	16 April 2020	<b>Due Date for Next Review</b>	16 April 2023	

## **POLICY**

### **Business Center Services**

#### **1. Purpose**

The purpose of this policy is to set the parameters under which services are offered in the Business Centers on both Campuses.

#### **2. Scope of Application**

This policy is applicable to all university faculty and staff.

#### **3. Policy**

This policy ensures the following:

- 3.1** Photocopiers in the unit are used responsibly and departments or students are charged as appropriate.
- 3.2** Incoming mail is handled and distributed in a systematic way.
- 3.3** Outgoing mail is tracked when it is at the cost of the university.
- 3.4** Couriers both incoming and outgoing are tracked and handled efficiently.
- 3.5** Stationery supplies are replenished as per the requirements of the department.

#### **4. Related Policies and Laws**

SUP-HSE-101 Health and Safety  
 SUP-HSE-103 Environment

#### **5. Administration**

This policy is administered by the Campus Physical Development and Services Department.

#### **6. Revision History**

<b>Date</b>	<b>Revision</b>
1 March 2023	Administrative changes:

	<ul style="list-style-type: none"> <li>• Updated the information header and related policy numbers.</li> <li>• Updated the policy number from SUP-CPDS-55 to SUP-CAM-301.</li> </ul>
10 June 2020	Approved by the CAFO.
16 April 2020	<p>Reviewed with no substantive changes required:</p> <ul style="list-style-type: none"> <li>• Section 4 updated with the Environment, and Health and Safety policies.</li> </ul>
7 January 2020	Updated the policy number from ADM-CAM-05 to SUP-CPDS-55.
7 December 2017	<p>Non-substantive changes approved by the Vice-President:</p> <ul style="list-style-type: none"> <li>• Update of department name from Campus Services to Campus Physical Development and Services;</li> <li>• Reformatted according to the current policy guidelines.</li> </ul>
2 March 2016	Non-substantive changes to the policy, with the policy name changed to Business Center Services.
27 March 2012	Policy approved.
18 March 2007	Revised policy approved.
1 October 2000	Policy approved.