Policy Template

# Title

Clearly state what the policy is about, making it easily identifiable.

# Purpose

Explain why the policy exists, its goals, and what it intends to achieve or prevent.

# Scope

Describe who and what is covered by the policy, including the areas, functions, and individuals affected.

# Policy Statement

Articulate the policy's provisions in clear, unambiguous terms. This is the core of the document, outlining expectations, requirements, and the policy's stance on the issue at hand.

# Definitions

Clarify any technical terms, acronyms, or specific language used in the policy to ensure understanding across all readers.

# Responsibilities

List who is responsible for implementing the policy, who will enforce it, and who is accountable for its maintenance and review.

# Procedures

Detail the specific actions or steps required to comply with the policy, including how the policy will be implemented and monitored.

# Compliance

Explain the implications of non-compliance, including any potential disciplinary actions, penalties, or legal ramifications.

# References

Include citations of laws, regulations, standards, or other policies that the current policy is based on or related to.

# Revision History

Log changes made to the policy over time, including dates and descriptions of amendments, to track its evolution and ensure it remains current.