**Worksheet - Policy**

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| **Practice** | **Implementation** | **Notes, Action Items** |
| A policy is set in place to enable the company to incorporate and use open source software in their products and services. | * Complete * Partial * Not available * Not applicable |  |
| The policy is championed by a senior executive and is communicated to the entire company. | * Complete * Partial * Not available * Not applicable |  |
| The policy addresses roles and responsibilities for compliance actions, a review and approval process for use of open source software, guidelines for contributions to community projects and a review and approval process for contributions, and core processes that must be implemented to govern use of open source software in company products and services. | * Complete * Partial * Not available * Not applicable |  |
| The management team endorses the policy and assures that all employees involved with open source understand and follow the policy. | * Complete * Partial * Not available * Not applicable |  |