**Policy Template**

# Overview

Write an overview of the topic that the policy is focusing on in a few sentences. Talk about what it is, some background information, why it is important, etc.

# Purpose

Write the overall purpose of what this policy is trying to achieve in a sentence or two.

# Scope

Write the overall scope to contain who the stakeholders, systems, policies, organisational areas are that are involved with the policy.

# Policy

Write out the provisions of the policy, giving detail and examples where necessary.

# Policy Compliance

* 1. Compliance Measurement

Write out how compliance with what the policy is directing will be enforced.

# Exceptions

Write what exceptions might exist, and if so, how those exceptions must be sought out and approved.

# Non-Compliance

Write out what consequences are in place if individuals do not follow the policy.

# Related Standards, Policies and Processes

List any formal standards, policies, or processes that relate to/inform/intersect this policy.

# Definitions and Terms

List and define any terms used in this policy that might not be general-knowledge-terms.

# Revision History

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| --- | --- | --- |
| **Date of Change** | **Responsible** | **Summary of Change** |
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