Description

- 1-3 short paragraphs describing the policy.

Scope

- 1-2 sentences describing who the policy applies to.

Policy Elements

- **Policy Element 1**
- Your policy details here. Typically, less is more.

- **Policy Element 2**
- Your policy details here. Typically, less is more.

- **Policy Element 3**
- Your policy details here. Typically, less is more.

Consequences

- Briefly outline the penalties for breaching/failing to uphold the policy elements. Prefer a list of potential disciplinary actions to paragraphs of text.

Definitions

- Provide a list of terms that you expect people to know when complying with your policy.

Term	Definition with example
TODO	To do.

Author: Samuel Monteiro Basso

Date: 2022-10-14