		Insert Your Policy Title		
1.	**Purpose**	In general terms, why is this policy required? Does it protect the [Company] from a particular risk?		
		This section should be no longer than a **paragraph or two.**		
2.	**Scope**	To what part of the organization does this policy apply? Please use the following format:		
		This is a [Company] wide policy.		
		Add a sentence if it applies to a specific group within that scope. e.g.		
		[This policy applies to users of the HR Dept only.]		
3.	**Definitions**	Include any jargon, acronyms, or definitions used in the policy that are not fully explained in the text of the policy. Please use the following format:		
		For purposes of this policy, unless otherwise stated, the following definitions shall apply:		
		[Term]: [term definition]		
4.	**Policy Guidelines**	Write your policy in the third person (e.g., "the company believes that"... and therefore does this...).		
		Each item should clarify:		
		• specific issue to which the policy applies • company's position / behavior / action in response to the issue • standards that apply (if appropriate)		
		Address breaches of policy and provisions for appeal and escalation.		
5.	**References**	List any reference to other policies, statutes, legislation or other sources that are cited within this policy.		
6.	**Appendices**	As policies may be supported through procedures, guidelines and forms, add / identify these documents at the end of the policy.		

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