Insert Your Policy Title		
4	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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**Bonnie Tiell** 

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