

**Policy Template**

**Header for policy:**

|  |  |
| --- | --- |
| Policy Title |  |
| Issued By |  |
| Contact |  |
| Approved By |  |
| Effective Date |  |
| Last Review |  |
| Next Review |  |

**Purpose:**

A statement indicating the reason for the document’s existence and importance. It should be brief and preferably not longer than one sentence.

**Policy:**

Statement of specific policy

* Use one sentence statements only.
* Word the statements concisely and avoid ambiguity.
* There may be more than one policy statement in a policy document. If so, list them down the page.

**Definitions:**

[optional] Some policies may require a definition section. The purpose of this section is to define areas that may need clarification.

**Audience/Scope:**

Each policy should identify who the audience is in terms of staff, faculty, students, and other bodies within the University community.

**Relevant Legislation/References:**

State the relevant legislation this policy must comply with or is referenced to.

**Legal Compliance:**

If this policy has obligations for legal compliance, these should be explained briefly.

**Related Policies and Procedures:**

If any policy has a number of procedures and/or documents associated with it, they should be listed in this section of the policy statement.