POLICY FORM: TEMPLATE TO SHARE

Policy Area:	**Subject:**
Title of Policy:	**Number:**
Effective Date:	**Page Number:**
Approved Date: **Revision Date:**	**Approved by:**

1. **Rationale or background to policy:** (this area could also be on the back of this page)

It is important to write out why this policy needed to be created. Often when organizations review their policies they wonder where on earth this "came from?" Having a background puts the policy in context so that when reviewing time comes the organization can consider whether in fact it is still necessary for the original purpose. What was the issue/challenge behind creating the policy? Why was it necessary to formulate a policy? Provide an example to make it clear.

2. **Policy Statement**: A simple statement of What is to be accomplished.

3. **Procedures:** List in logical format the steps to take. How to implement the policy.