

<<POLICY NAME>> POLICY

INTRODUCTION

<<Insert the background information on why this policy exists using Black Calibri 11.>>

PURPOSE

<<Insert what this policy seeks to achieve. >>

SCOPE

<<Who does this policy apply to? Any other points regarding the scope of the policy. >>

POLICY

1. Insert the actual content of the policy; the principles the policy is based on, the details of the position held by the organisation on the topic.
2. Use simple numbering to easily identify policy points
 - 2.1. And sub-points
3. Indicate internal policy references as per:  **XXX Policy**
4. Indicate internal procedure references as per:  **YYY Procedure**
5. Indicate internal form references as per:  **ZZZ Form/Template**

Sub Headings

1. A policy document may include several sub-headings under this topic, depending on the complexity of the policy matter.
2. Sub-headings will be Calibri font size 12, black, bold.

DEFINITIONS

Term	Definition
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CONTEXT

Internal Documents	• List of internal documents related to this policy
Legislation, Standards, etc	• List of external legislation or government regulations, etc relating to this policy. Include a link to a website for easy access.

DOCUMENT CONTROL

Number	???	Approved by ???? on	
Version	Version 1	Scheduled review	MMM YYYY
Responsible	???		