



**POLICY TEMPLATE**

**TITLE OF POLICY**

<b>Policy Title</b>	
<b>Policy Number</b>	
<b>Policy Category</b>	
<b>Policy Approval Date</b>	
<b>Policies Superseded</b>	
<b>Vice President</b>	
<b>Related Policies</b>	
<b>Frequency of Review (minimum 3 years)</b>	
<b>Date of Revision</b>	

**I. SCOPE**

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**II. POLICY STATEMENT**

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**III. POLICY**

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**IV. DEFINITIONS**

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**IV. EFFECTIVE DATE**

**V. SIGNATURE, TITLE AND DATE OF APPROVAL**