



POLICY TEMPLATE

TITLE OF POLICY

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Policies Superseded	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

I. SCOPE

II. POLICY STATEMENT

III. POLICY

IV. DEFINITIONS

V. EFFECTIVE DATE

VI. SIGNATURE, TITLE AND DATE OF APPROVAL