

When putting into writing your organization's current practices, policies, and/or procedures, this template may make quick work of getting things formatted in a way that is cohesive and more sustainably managed.

Policy and/or Procedure Title (ex. Advocacy Policy)

Original issue date:	Revised issue date:	Next review date:
Standards reference:	Responsible dept:	Forms/other references:

Purpose: What is the reason for the policy/procedure? What does the policy/procedure aim to achieve?

Scope: Who does the policy/procedure apply to (employees, departments, etc.)?

Policy (or) Procedure Details: What specific steps and actions are required to implement the policy/procedure?

- Item 1 (or) Step 1:
 - Item (or) Sub-step 1.a:
 - Item (or) Sub-step 1.b:
- Item 2 (or) Step 2:
- Item 3 (or) Step 3:

Definitions: Are there any definitions or key terms used in the policy/procedure that need explaining?

Penalties/Disciplinary Action: (Optional) What are the consequences for non-compliance?

Contact Information: Who is the contact person for any questions or concerns?

Revision History:

Rev. #	Summary of Changes	Date of Change	Author