

Policy Template

Introduction

Begin with a clear rationale for the policy.

This should clearly outline what the specific issue is. Ensure that once you have defined the specific issue, ensure you also define what the policy is supposed to achieve - shall ensure, maintain or prevent something.

Application

This section should include a statement clearly defining the scope of the policy. It should include who it applies to and when it applies. It also needs to be clearly outlined if there are specific times when the policy does not apply.

Specifics

A detailed description, as appropriate, of who does what, when and how.

Implementation

The date the policy was approved, the time lines for implementation, who is responsible for implementation and monitoring, and when the policy will come under review.