

Example Policy Document

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Policy

[brief, succinct statement of policy]

Latest changes as at [date]

The most recent changes are summarised below.

Section changed	Key changes
[link to heading]	[summarise key changes]

In this section

- [list and link to the next level of headings]
-
-

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Purpose and scope

Purpose

[describe the purpose / rationale]

Scope

This covers:

- [what is covered/included]
-

It does **not** cover:

- [what is not covered] – see [link to where it is covered]
-

Applies to

This applies to:

- [who]
-

It does **not** apply to:

- [who]
-

References

For more information, refer to:

- [list and link to relevant references]
- [related policies]
- [related procedures]
- [related standards]

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Legal, compliance and audit requirements

Legal requirements

Legal requirements

The table below summarises the legislative and regulatory requirements that must be met.

Act / Regulation	Summary of Requirements

Penalties and consequences

[describe the penalties/consequences of non compliance]

Compliance requirements

Compliance

The table below summarises the standards that must be complied with.

Standard	Summary of Requirements

Penalties and consequences

[describe the penalties/consequences of non compliance]

Audit requirements

Audits

The table below summarises the audit requirements.

Audit Type	When	Audit Checklist
[audit type]	[frequency]	[link to checklist]

References

For more information, refer to:

- [list and link to relevant references]
- [related policies]
- [related procedures]
- [related standards]

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Definitions

Definition

[define/explain the term here]

Definition

[define/explain the term here]

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Responsibilities

Role

[describe the main function / purpose of the dept/team/position]

Responsible for:

- [brief, high-level statement of responsibility]
-

Role

[describe the main function / purpose of the dept/team/position]

Responsible for:

- [brief, high-level statement of responsibility]
-

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Flowchart

Flowchart

The diagram below illustrates [task].

[insert the flowchart here]

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Guidelines

In this section

- [\[list and link to the next level of headings\]](#)
-
-

Guideline 1

Description

[\[provide a brief description, i.e. what is it, what is it used for, etc.\]](#)

Guideline 2

Description

[\[provide a brief description, i.e. what is it, what is it used for, etc.\]](#)

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Attachments

Attachments

The table below lists attachments referred to in this document.

Forms and Attachments	Description
[title (linking to file)]	[purpose and how it is used]

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Document control information

Document status

The current status of this document is shown below.

Document Number	Example Policy Document
Version	1.0
Issue Date	20/04/2008
Owner	Your Company Details
Confidentiality	Your Confidentiality Statement

Document history

The history of changes made to this document is shown below. The most recent changes are listed first.

Version	Date	Summary of Changes
1.0	[month, year]	First issue.

Approval

This document has been approved for publishing by:

Reviewed by	[name, job title and department]
Authorised by	[name, job title and department]

Distribution

Controlled paper copies of this document are distributed as follows:

No.	Issued To

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