Policy Template

Policy _____ [Number from Table of Contents]

1 Introduction

You may copy this page's source to start a new policy page. Be sure to remove or overwrite the examples. Second level headings should NOT be altered.

2 Scope

3 Definitions

3.1 Definition phrase or word

   Definition summary

4 Policy and Procedure Statements

4.1 Example policy 1

4.2 Example policy 2

5 Additional References

6 Authority

7 Contact Information

8 Original Effective Date

9 Revision Dates