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| **Policy Name** |

Area: Number:

Subject: Issued:

Applies To: Revised:

Sources: Updated: Reviewed:

Responsible Party: Page(s): Page **1** of **1**

# I. Purpose

State the purpose and scope of the policy.

# II. Policy Statement

This is the policy statement.

1. **Number multiple policy statements if necessary**

Descriptive text

# III. Exclusions (if applicable)

These are exclusions and exceptions to the policy.

1. **Number major exclusions if necessary**

Descriptive text.

# IV. Procedures (if applicable)

State any major procedures. If the procedures are extensive or very detailed, consider breaking them out into a separate document that references this policy.

1. **Number major procedures if necessary**

Descriptive text.