



Policy Name

Area:	Number:
Subject:	Issued:
Applies To:	Revised:
Sources:	Updated:
	Reviewed:
Responsible Party:	Page(s):

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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.