

## Sample Policy

<b>Business Area:</b> Area	<b>Author:</b> Author (Word document property)
----------------------------	--

### Background

### Application

### Tools, Equipment & Supplies

- Item 1
- Item 2
- etc.

### Policy Statement

### Policy Principles

### Policy Objectives

#### Label for this procedure

1. Short statement for Step # 1
2. Short statement for Step # 2
3. Short statement for Step # 3
4. Short statement for Step # 4
5. Short statement for Step # 5
6. Short statement for Step # 6
7. Short statement for Step # 7
8. Short statement for Step # 8

### Roles & Responsibilities

Roles	Responsibilities
Job Title 1	<ul style="list-style-type: none"> <li>• Provide the resources necessary to . . .</li> </ul>
Job Title 2	<ul style="list-style-type: none"> <li>• Review and approve . . .</li> </ul>
Job Title 3	<ul style="list-style-type: none"> <li>• Comply with this Policy</li> </ul>

### Related Policies and Procedures

### Supporting References

1. Title of Reference 1 (hyperlink)
2. Title of Reference 2 (hyperlink)

Division <b>Division</b>		Process Owner <b>Process Owner</b>
Title/Subject <b>Sample Policy</b>	Date Modified <b>1/9/2018</b>	Page 1 of 4

## Sample Policy

<b>Business Area:</b> Area	<b>Author:</b> Author (Word document property)
----------------------------	--

3. Title of Reference 3 (hyperlink)

### Contact Information

Direct questions about this document to:

### List of Appendices

Appendix	Title
1	Definitions
2	Revision History
3	Others

Division <b>Division</b>		Process Owner <b>Process Owner</b>
Title/Subject <b>Sample Policy</b>	Date Modified <b>1/9/2018</b>	Page 2 of 4

## Sample Policy

<b>Business Area:</b> Area	<b>Author:</b> Author (Word document property)
----------------------------	--

### Appendix 1 - Definitions

The following terms are used in this document.

Term	Definition
<b>Term1</b>	type the definition of term1 in this part of the table
<b>Term2</b>	type the definition of term2 in this part of the table

Division <b>Division</b>		Process Owner <b>Process Owner</b>
Title/Subject <b>Sample Policy</b>	Date Modified <b>1/9/2018</b>	Page 3 of 4

## Sample Policy

<b>Business Area:</b> Area	<b>Author:</b> Author (Word document property)
----------------------------	--

### Appendix 2 - Revision History

Rev.	Revision Date	Modified by	Description
01	dd/mm/yyyy	Name	For example, "Formatted to meet new corporate standards"

Division <b>Division</b>		Process Owner <b>Process Owner</b>
Title/Subject <b>Sample Policy</b>	Date Modified <b>1/9/2018</b>	Page 4 of 4