

Appendix A Policy Template with Instructions

Policy Manual

Policy #	<i>Assigned by Assist. To Associate VP Administration</i>
Approved by:	<i>Executive Team or Board of Governors, if applicable</i>
Approval Date:	<i>By Executive Team and BOG, where deemed appropriate</i>
Policy Holder Signature:	<i>Signature of Vice President responsible for the policy</i>
Policy Holder:	<i>Title of VP</i>
Administrative Contact:	<i>Manager, Dean, Director, Registrar etc.</i>
Replaces Policy Dated:	<i>Date of last approved policy</i>
Review Date:	<i>Date for next review; max. 5 years</i>

Policy Title

Purpose/Rationale:

Mandatory. Briefly state why we have established the policy.

Scope:

Mandatory section. State to whom this applies (individuals, groups, entities or units to whom this policy applies and/or who are expected to comply with the policy) and where it applies (geographic location). State to whom this doesn't apply if there are exceptions to this.

Definitions:

Optional section. List words/terms and their meanings if they are uncommon, technical in nature, or specific to the policy.

Word/Term: Definition

Policy:

Mandatory section. A formal document that communicates broad principles of operation and standards on a particular subject to guide the actions and decision-making of individuals which may include employees, students, visitors and contractors. It communicates the college's official position statement of what is expected on issues that have college-wide application. It is often in place because of a law, regulation or organizational requirement. It provides management

guidelines to regulate and control organizational actions and conduct and sets criteria that allow users to regulate their own conduct in an appropriate manner.

*Policy statements should be **clear, concise, specific and in simple language**. Where the policy body is lengthy, sections within the policy body should be numbered and subsection headings introduced.*

List the policy statements:

- 1.
- 2.
3. etc.

References:

Optional. If applicable include references and hyperlink to any related legislation, collective agreements, regulations, other related policies, documents and websites.

Appendices:

Optional. List forms and other related documents to be included in the policy.

Related Procedure(s):

Optional. List title of related procedures or, if none, state N/A.