The **<u>Policy Template</u>** includes space for the following information:

1. Reason for Policy → Why the policy exists
2. Policy Statement → The policy's intent, when the policy applies, and any mandated actions or constraints
3. Scope → Who is affected by the policy
4. Definitions → Terms specific to the policy
5. Procedures → Processes to be used for compliance with the policy
6. Forms → Forms associated with procedures
7. Frequently Asked Questions → Common questions about policy and procedures
8. Responsibilities → Who is responsible for implementing policy and procedures
9. Enforcement → Potential repercussions for violating the policy
10. Related Information → Related policies, websites, and documents that provide supplemental information to the policy
11. Policy History → Brief description of any revisions to the policy