

Title/Description:		File Under:
Date:	Applies To:	Approved By:
Date Effective:		Previously Issued:

RATIONALE OR BACKGROUND TO POLICY:

It is important to write out why this policy needed to be created. Often when small businesses or organizations review their policies they wonder where on earth is “came from?” Having a background puts the policy in context so that when reviewing time comes the organization can consider whether the fact it is still necessary for the original purpose. What was the issue/challenge for creating the policy? Why was it necessary to formulate a policy? Provide an example to make it clear.

POLICY STATEMENT:

A simple statement of what is to be accomplished.

PROCEDURES:

List in logical format the steps to take. How to implement the policy.