

**Name:** **Policy Title**

**Policy Number:** Assigned by University Secretary

**Approving Authority:** Assigned by University Secretary

**Approved:** Date policy originally approved

**Responsible Office:** The department or area responsible for implementation

**Responsibility:** Title of the individual(s) responsible for issue/review

**Revision Date(s):** All revision dates (most recent first)

**Supersedes:** Name of old policy that new policy replaces (if applicable)

**Next Required Review:** Every policy must be reviewed at least once every 5 years. Review date will be established by University Secretary.

1. **Preamble**
   1. This section is optional. High level statement providing context and examples.
2. **Purpose**
   1. State the reasons that the policy exists.
3. **Jurisdiction/Scope**
   1. An outline of the specific case(s), areas of the University, or constituency to which the policy applies.
4. **Definitions**
   1. Define relevant terms contained in the policy. Defined terms should be capitalized.
5. **Policy**
   1. A clear and concise statement of the policy. This section should not include procedures. It may include sub-headings such as roles and responsibilities, exceptions etc. to facilitate quick reference.
6. **Relevant Legislation**
   1. This section is optional. A list of legislation relevant to the policy if applicable. For example, a policy on workplace health and safety might reference the Occupational Health and Safety Act. Legislation should be hyperlinked whenever possible.
7. **Related Policies, Procedures & Documents**
   1. A hyperlinked list of related policies, associated procedures, and relevant documents (can be both external documents and internal documents).

Related Procedures: Delete if N/A

Related Guidelines: Delete if N/A