# 1.0 Policy Statement

Your Company name is committed to *(Why do you have this policy? Eg is it because it is legislated / safe practice/ support staff etc - insert what this policy is about)*

# 2.0 Purpose

To provide guidelines for (*what is the policy going to be used for)*

# 3.0 Responsibilities

|  |  |
| --- | --- |
| **Name of person** | **What their role in this policy is** |
| *Eg CEO* | *Responsible for ensuring the policy is implemented across the organisation* |
| *eg manager* | *Responsible for ensuring staff understand the policy* |
| *Eg staff member* | *Responsible for ensuring this policy is followed* |
|  |  |

# 4.0 Communication

 *How will this policy be communicated via email/ online – and with sensitivity to cultural understanding etc*

# 7.0 Policy Review

*How often will this policy be monitored and reviewed and why*

# 8.0 Policy

*Write what the policy is*

*Eg: What will occur*

# 9.0 Contacts or other support services

# 10.Breaches

*What will happen if this policy is breached?*