

Business Policy Statement Sheet

Company Name

Policy Number

Prepared By

Date

Policy Statement

Enter the main policy statement here...

Purpose

Describe the purpose of this policy...

Scope

Describe what and who this policy covers...

Definitions

List and explain important terms, if any...

Procedures/Guidelines

Outline the rules, steps, or procedures...

Responsibilities

Describe responsible parties or departments...

Approval & Review

Note who approved and how this will be reviewed...