

Generic Policy Statement Draft Template

1. Purpose

[State the reason for the policy and the goals it aims to achieve.]

2. Scope

[Specify to whom and what areas this policy applies.]

3. Policy Statement

[Clearly state the policy, setting forth expectations, rules, and general principles.]

4. Definitions

- **Term 1:** [Definition]
- **Term 2:** [Definition]

5. Roles and Responsibilities

- **Role 1:** [Brief description of responsibilities]
- **Role 2:** [Brief description of responsibilities]

6. Compliance

[Describe monitoring methods and consequences of non-compliance.]

7. Review and Revision

[Describe how and when the policy will be reviewed and updated.]

8. Approval

[Indicate the approval authority, date of approval, and effective date.]