

Executive Policy Statement Preparation Guide

1. Purpose

Succinctly state the reason for the policy and what organizational goal or objective it supports.

Example: "This policy establishes procedures to ensure data privacy and security within the organization."

2. Scope

Define who the policy applies to (departments, positions, geographic areas, etc.).

Example: "This policy applies to all employees, contractors, and temporary staff."

3. Policy Statement

Clearly state the policy in concise terms. Avoid jargon. This is the core directive.

Example: "All confidential data must be encrypted when stored on any device."

4. Responsibilities

Identify individuals or groups responsible for enforcing, implementing, and maintaining the policy.

- Roles responsible for oversight
- Points of contact

5. Procedures

Outline step-by-step processes or reference supporting procedures that ensure compliance.

1. Step 1: Initiate request through official channel.
2. Step 2: Obtain necessary approvals.

6. Compliance

Describe methods for monitoring compliance and consequences for violations.

- Periodic audits
- Reporting non-compliance

7. Review and Revision

Specify how frequently the policy is reviewed and the process for updating it.

8. References

List supporting documents, laws, or external standards referenced in the policy.

9. Approval

Indicate the approval authority and the date of approval.