

Standard Policy Statement

Firm Name: _____

Policy Title: _____

Effective Date: _____

Version: _____

1. Purpose

State the purpose of the policy, providing context and explaining why it is required.

2. Scope

Define to whom and what areas the policy applies (e.g., departments, employees, locations).

3. Policy Statement

Clearly describe the rules, principles, or standards the firm expects to be followed.

4. Roles and Responsibilities

- **Responsible Party:** Describe who implements and maintains the policy.
- **Others Involved:** List additional roles (e.g., managers, HR, staff), and their duties.

5. Procedures

1. Step-by-step overview of how the policy will be carried out.
2. Include specific instructions, forms, or tools required.

6. Compliance and Monitoring

Outline how compliance will be monitored, and what consequences exist for violations.

7. Review and Revision

State the review frequency and who is responsible for updates and revisions.

8. References

- List relevant laws, regulations, or internal documents related to this policy.