1. **Purpose Statement** *(Outlining why the organization is issuing the policy, and what its desired effect or outcome of the policy should be.)*

“We are committed to providing …”

1. **Applicability and Scope Statement** *(Describe who the policy affects and which actions are impacted by the policy. The applicability and scope may expressly exclude certain people, organizations, or actions from the policy requirements. Applicability and scope is used to focus the policy on only the desired targets, and avoid unintended consequences where possible.)*

“This policy affects all key stakeholders associated with …”

1. **Responsibilities Section** *(Indicating which parties and organizations are responsible for carrying out individual policy statements. Many policies may require the establishment of some ongoing function or action. For example, a purchasing policy might specify that a purchasing office be created to process purchase requests, and that this office would be responsible for ongoing actions. Responsibilities often include identification of any relevant*[*oversight*](https://en.wikipedia.org/wiki/Regulation)*and / or*[*governance*](https://en.wikipedia.org/wiki/Governance)*structures.)*

“All our staff, contractors and site visitors are to …”

1. **Policy Statements** (*Indicating the specific regulations, requirements, or modifications to organizational behaviour that the policy is creating. Policy statements are extremely diverse depending on the organization and intent, and may take almost any form.)*

“It is our policy to;

* A
* B
* C
1. **Effective Date** *(Indicates when the policy comes into force.)*

“This policy is effective as of (Insert Date) and shall be formally reviewed bi-annually following consultation with all stakeholders.”

1. **Authorization Signature** (*Usually the Director of the Company)*

Authorization Signature

Authorization Name

Position / Title

Date