

**[GUIDELINES/DIRECTIVES] TITLE**

**PURPOSE**

1. The purpose of these [Guidelines/Directives} is to

**DEFINITIONS**

1. For the purposes of these [Guidelines/Directives] the following definitions apply: definitions should be listed in alphabetical order, and defined terms must be capitalized throughout the document]

**“A term”** means

**“B term”** means

**SCOPE AND AUTHORITY**

1. These [Guidelines/Directives] apply to
2. The [insert position title], or successor thereof, is responsible for overseeing the implementation, administration and interpretation of these [Guidelines/Directives].

**[GUIDELINES/DIRECTIVES]**

1. **Sub-Heading**
   1. General direction or instruction under the sub-heading.
      1. Use letters to denote specific steps
2. **Sub-Heading**
3. **Sub-Heading**

**MONITORING AND REVIEW**

1. These [Guidelines/Directives] will be reviewed as necessary and at least every three years (unless another timeframe is required for compliance purposes). The [insert position/committee], or successor thereof, is responsible to monitor and review these [Guidelines/Directive].

**RELEVANT LEGISLATION**

1. Legislation 1

Legislation 2

Legislation 3

If no associated legislation use the text “This section intentionally left blank”.

**RELATED POLICIES, PROCEDURES & DOCUMENTS**

1. Associated Document 1

Associated Document 2

Associated Document 3