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**POLICY TITLE**

**PURPOSE**

1. The purpose of this Policy is to

**DEFINITIONS**

1. For the purposes of this Policy the following definitions apply: [definitions listed in alphabetical order, and defined terms are capitalized throughout the document]

**“A term”** means

**“B term”** means

**SCOPE AND AUTHORITY**

1. This Policy applies to
2. The [insert position title], or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

**POLICY**

[Insert general Policy Statement]

1. **Policy Sub-Heading**
   1. Statement or broad principle under the policy sub-heading.
      1. Use lower case letters for lists, examples, conditions or exceptions
2. **Policy Sub-Heading**
3. **Policy Sub-Heading**

**MONITORING AND REVIEW**

1. This Policy 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 this Policy.

**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