

POLICY

Policy

Version: Generated:

Overview

1. Purpose: [Why this policy exists and what it is for.] 2. Scope: [Who it applies to, and what it covers.] 3. Policy statement: [What the company requires. One clause per rule.] 4. Responsibilities: [Who is accountable for what.] 5. Breaches: [What happens when the policy is not followed.]

Sections

1. Purpose

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2. Scope

[Who it applies to, and what it covers.]

3. Policy statement

[What the company requires. One clause per rule.]

4. Responsibilities

[Who is accountable for what.]

5. Breaches

[What happens when the policy is not followed.]