**APPENDIX “B”**

**POLICY TEMPLATE**

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| --- | --- |
| POLICY NAME |  |
| APPROVER |  |
| POLICY OWNER |  |
| DATE APPROVED |  |
| LAST REVIEWED |  |
| NEXT REVIEW DATE |  |

1. **Purpose:** This is intended to be a succinct statement of the reason that a Policy of this nature is required. Answer the question “why do we need this policy?”
2. **Definitions:** Provide definitions of the key terms that are used in the policy in consultation with the [Glossary of Terms](https://www.rrc.ca/administration/glossary/). Words that are used in more than one policy should maintain their meaning across all policies for clarity and consistency.
3. **Application:** What is the scope of this policy? Does it apply to students, staff and faculty or the College Community as a whole? Are there other limitations to its application?
4. **Policy**: This section is the key content of your policy and may have several sub-headings as required. In general, please provide high level policy statements that set out the guiding principles, rules or expectations. You will provide a description of how these expectations will be met in your Procedures so this not the place to provide those details.
5. **Responsibilities:** Describe who has the key responsibilities. Consider whether the College, Students or others have any key responsibilities at a policy level. Name the position that is authorized to create procedures under this policy.
6. **Review Period:** State how frequently this Policy must be reviewed. The frequency must be at least every 5 years.
7. **Related Documents:** List any related Procedures, Laws or Policies.