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Organisations Name

Title of policy -Template

SCOPE:

<Explain the reason for establishing the policy and to whom it applies >

POLICY IMPLEMENTERS:

<The ones who are responsible for implementing the policy>

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TERMINOLOGIES :

<Listing down and explaining terms that have been used in the policy>

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STIPULATIONS:

<Briefly list and describe the rules of that have been made for the policy>

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PROVISION:

<Describe legal regulations and stating out the penalties for non compliance >

REVIEW AND REVISION :

<Insert when and how often will the policy be revised >

APPROVAL SIGNATURE :

<Who approves the policy and their signatures>

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