

POLICIES AND PROCEDURES

# **DRAFT**

Department: Department in charge of policy

Subject: Name of policy

Date Issued: Date policy started

Updated and Reviewed By: Who has reviewed the policy and the review date

Approved By: Leave blank

1. Policy/Procedure (This is style bullet 1)

Body Text Indent

1. Purpose (This is style bullet 1)

Body Text Indent

1. Scope (This is style bullet 1)

Body Text Indent

1. Terms and Definitions (This is style bullet 1)

Body Text Indent

* + Bullet 3

1. Procedures and Guidelines (This is style bullet 1)
2. Bullet 2
   * Bullet 3a
   * Bullet 3a
     + Bullet 4
     + Bullet 4
3. Bullet 2
4. Confidentiality and Record (This is style bullet 1)

Body Text Indent