

1. Title of Policy
  
2. Contact Information and link to policy
  
3. Where does this policy reside? Websites, handbooks, other locations?
  
4. Purpose - a brief description of the purpose of the policy in 2-3 sentences.
  
5. Scope – who does this policy apply to?
  
6. Update history – dates when the policy was updated or changed.
  
7. Contents
  - a. Table of contents
  - b. Description of contents