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