1. **Purpose**
	1. The purpose of this policy is (***Required*** – Start Text Here)
2. **Scope**
	1. This policy applies to (***Required*** – Start Text Here)
3. **Definitions**
	1. (***Optional*** – Start Text Here)
4. **Responsibilities**
	1. This Policy is authorized by (***Optional*** – Start Text Here)
5. **Policy**
	1. (***Required*** – Start Text Here)

*(Sub-headings can be used to help organize the policy)*

1. **Review**
	1. This policy is to be reviewed every \_\_\_\_\_\_ (***Required*** – Start Text Here)
2. **References**
	1. (***Optional*** – Start Text Here)
3. **Related Policies**
	1. (***Optional*** – Start Text Here)

**RELEVANT LEGISLATION:**

(Optional)