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)