


Housing Services Policy		Content Updated: YEAR-MM-DD
Insert Section of Division		<i>Insert Manual Name</i>
Policy Name		
Page 1 of 1		Approval: YEAR-MM-DD
Policy Name		
POLICY STATEMENT	- What we will do?	
PURPOSE	- Why we are doing this (i.e. legally required, alignment with corporate policy, etc.)	
SCOPE	- To whom does this apply?	
DEFINITIONS	<ul style="list-style-type: none"> - Acronyms and/or terms - Insert hyperlink to Glossary of Terms 	
TERMS & CONDITIONS	<ul style="list-style-type: none"> - Under what conditions or in what situations does the policy apply? - Is there discretion? - Who has authority? 	
RESPONSIBILITIES	- Identify who has responsibility for various functions (e.g. the employee will seek approval, the manager will approve) – who does what? When?	
COMPLIANCE	<ul style="list-style-type: none"> - How is this monitored? - What are the consequences of non-compliance? 	
HISTORY	- Record when it was created and each time changes are made.	
Approval	Author Name: Manager Name: Director Name: Date: YEAR-MM-DD	