

## Template – Policy documents

Policy documents help to prevent misunderstandings within a business. While you don't have to regulate everything your employees do, it's useful to have policies that describe any topics that may be complicated or cause confusion.

Policy documents should be kept as simple as possible, while describing all the things you want your employees to know and do. They should be included in the business' employee handbook or with the induction materials.

### **(Title of policy)**

Aim of this policy

Description of exactly what is expected of employees

Unacceptable actions (including examples)

Disciplinary action

**Employee statement**

I acknowledge receipt of and understanding of this policy. The policy is effective until further notice.

Employee's signature:

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Employee's name:

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Date:

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**Office use only**

Policy approved by:

Date:

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