|  |  |
| --- | --- |
| Policy Template | New UCD Crest |

|  |  |  |  |
| --- | --- | --- | --- |
| **Policy owner** |  | **Approval date and body** |  |

1. **Purpose**

[Provide a brief summary outlining the reasons for the policy. What area is it related to? What issues does it aim to address?]

1. **Definitions**

[Define any important terms and/or key concepts used in the policy.]

1. **Scope**

[Outline to whom/what the policy applies. The scope should also identify any exceptions to the policy.]

1. **Principles**

[What are the guiding principles of the policy? What are the standards this policy aims to uphold? This section can include a policy statement or a list of policy principles.]

1. **Roles and responsibilities**

[List the major responsibilities each party has in connection with this policy.]

1. **Related documents**

[List other documents, policies or legislation that support the interpretation of this policy or are linked to this policy.]

1. **Version history**

[Provide details with regard to any updates/amendments made to the policy.]