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POLICY STATEMENT

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| --- | --- | --- | --- |
| Policy Name | **\*Policy Name\*** | | |
| Policy # | **\*#\*** | Category | **\*Policy Category\*** |
| Policy Sponsor |  | Previous Revision Date |  |
| Policy Approved by |  | Issue or Revision Date |  |
| Procedures Approved by |  | Review Date |  |

**See the related PROCEDURES.** *(Link to be added when posted.)*

**PURPOSE**

*(The policy’s purpose should articulate the reason for and goal of the policy. In crafting the policy’s purpose, it is helpful to complete this sentence: “The purpose of this policy is to…”.)*

**SCOPE**

*(This section is option. The policy’s scope is to state those who are affected by the policy. Generally, institutional and governance policies will apply to the entire organization. However, if the policy has special relevance to certain groups, then there is an option to articulate that here.)*

**GUIDING PRINCIPLES**

*(Guiding principles are the fundamental commitments that orient Saskatchewan Polytechnic in decision-making with regard to the policy topic. To identify guiding principles, it can be helpful to ask the question, “What concerns, ideals, and commitments must be considered when decisions are made in situations where this policy is relevant?”)*

**POLICY**

*(A policy sets out the strategic or philosophical position that Saskatchewan Polytechnic takes on a given topic. Policy statements answer the questions “What?” and “Why?” Policy statements are durable and tend not to change often. They are based on guiding principles.)*

**DEFINITIONS**

*(Include in the definitions key terms that hold a determinative place in the policy and procedures document. This will include terms or phrases that are unique to the sector/industry addressed by the policy or procedures.)*

**RELATED POLICIES/DOCUMENTS**

*(If applicable, list related policies and/or documents, including any supportive documentation referenced.)*

**APPLICABLE LEGISLATION OR REGULATIONS**

*(If applicable, include specific references to any applicable legislation or regulatory/licensing requirements that enable the policy.)*