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| --- | --- |
| **Policy Title:** | Name of the Policy |
| **Policy ID:** | X-XXX |
| **Manual Classification:** | Section X – Section Name (i.e. Section 1 – College Policies) If unsure contact the College Policy Coordinator |
| **Approved by:** | Board of Governors |
| **Revision Date(s):** | List all that are applicable |
| **Effective Date:** | To be completed when approved by Board of Governors |
| **Next Policy Review Date:** | Maximum 5 years (3 years recommended for any policy that includes an operating procedure(s) |
| **Contacts for Policy Interpretation:** | List all that apply (Managers/Directors should be included if they will have operational authority for day-to-day management) |

***All College Policies must include sections 1-5 (Policy Overview, Purpose, Definitions and Acronym, Scope and, General Principles). Additional Sections can be added/removed as needed.***

**1.0 - Policy Overview**

State **why** this policy exists. For example, you may wish to write a brief paragraph that begins with one of the below prompts:

Fleming College (the “**College**”) is committed to …

This policy (the “**Policy**”) describes how the College will …

**2.0 - Purpose**

State **what** this policy does. This may seem very similar to section **1.0**, however the purpose here is to state if there are: legislative requirements that we are meeting, pertinent operational considerations that are being addressed, ethical/moral questions etc.

You may wish to write one or more brief paragraphs that begins as follows:

The purpose of this Policy is to …

**3.0 - Definitions and Acronyms**

Are there terms or phrases used throughout the policy or applicable procedures that take on specific or non-standard definitions? Define them here as clearly and concisely as possible.

Consider who the potential audience for your policy might be. While many College policies may require the use of technical jargon, we recommend using plain language wherever possible (for more information on plain language, please contact the FIPPA & Policy Coordinator or visit <https://www.canada.ca/en/treasury-board-secretariat/services/government-communications/canada-content-style-guide.html#toc6>)

Some terms have had common definitions drafted for use in any College Policy where they might apply. An example of one of these definitions is for **College Community**, which is included below.

Definitions and acronyms should be formatted in the following manner:

The following definitions and/or acronyms apply in this Policy:

|  |  |
| --- | --- |
| **College Community** | Any person who studies, teaches, conducts research at or works at, or under, the auspices of the College and includes without limitation, employees or contractors; appointees (including volunteer board members); students; visitors; and any other person while they are acting on behalf of, or at the request of the College. |
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# 4.0 - Scope

Who does this policy apply to? Is it the entire College Community (as defined above)? If not, be as precise as possible in describing who is responsible for the policy and who/what it govern (for an example of a College Policy that includes something other than people/groups in its scope, please see #1-111 Access to Information and Protection of Privacy).

**5.0 - General Principles**

**5.1 - Overview**

1. This is where you describe the relevant principles or ‘steps’ that the College will take to enact and fulfill the **Purpose** and **Scope** of the Policy.
2. The College’s standard convention for any subsections in a Policy is as follows: Subsections are numbered using decimals (ie. Subsections of **5.0** are numbered sequentially **5.1**, **5.2**, etc.
3. Principles or ‘steps’ within subsections are listed alphabetically (as seen here)
   1. **– Subsection 2**
4. If a principle or ‘step’ requires additional information (such as a list or sub-clauses that detail exceptions or limitations) then we use bullet points, as follows:

* For example, maybe you need to clarify a common circumstance where **5.2** **a**  may not apply;
* Or, perhaps there are several different ‘sub-steps’ that would only be relevant in certain circumstances, that need to be detailed

**6.0 - Related Documents**

List, in order:

* Relevant legislation;
* College Policies that are mentioned explicitly in this policy or that this policy might ‘interact’ with;
* Operating Procedures that are ‘attached’ to this policy;
* Operating Procedures that are mentioned explicitly in this policy or that this policy might ‘interact’ with (but that are not ‘attached’ to this policy);
* Other documents, as appropriate (this can include forms and other publicly available documents); and
* Please DO NOT include hyperlinks.

# History of Amendments/Reviews

If available, include a full list of amendments and/or reviews/revisions that were approved by the College’s Board of Governors and/or SMT.