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| **Policy Title:** | Name of the Policy |
| **Policy ID:** | X-XXX |
| **Manual Classification:** | Section Name (i.e., College Policies) |
| **Approved by Board of Governors (BoG):** | Date the policy was approved by BoG |
| **Effective Date:** | Date policy goes into effect, if different than approval date |
| **Next Policy Review Date:** | Maximum 3 years from last review date |
| **Contacts for Policy Interpretation:** | List only the VP of the department that is the policy owner |

***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.***

***Think about which departments other than your own that may be impacted by this policy. It is strongly recommended that these departments are given the opportunity to review any changes / new documents, including union heads.***

***It is optimal for departments to send their final versions to the Privacy and Officer prior to submitting them for presentation to SMT / BoG, so final versions may be presented. Even if this does not occur, Final formatting will be completed by the Privacy and Policy Officer. Please focus on the content and dates when reviewing / updating Procedures.***

**1.0 - Policy Overview**

State in broad terms **why** this policy exists - what is the issue that requires this policy?

**2.0 - Purpose**

State **what** this policy does. List specific objectives that the policy is addressing at a general level in this section. This may seem very similar to section **1.0**, however the purpose here is to detail if there are: legislative requirements that we are meeting, pertinent operational considerations that are being addressed, ethical/moral questions related to the issue, etc.

**3.0 - Definitions and Acronyms**

Define terms / phrases that are specific to this issue and used throughout this policy here as clearly and concisely as possible. Definitions and acronyms defined in a policy do not need to be repeated in its complementary procedures.

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 listed alphabetically.

Acronyms should be defined in this section if used throughout the policy and/or procedure document, and formatted like this:

**Board of Governors (BoG)**: The authority to govern Sir Sandford Fleming College is given to the Board of Governors through the Ontario College of Applied Arts and Technology Act, 2002, Ontario Regulation 34/03, Ministry Binding Policy Directives, and further outlined in the Board of Governors Bylaw 1.

Definitions 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.

# 4.0 - Scope

To **whom** does this policy apply; **who** is responsible for oversight, management of, and compliance with the policy?

If not, the entire College Community as defined above, be as precise as possible in describing who is responsible for the policy and who/what it governs – people? Information? – define them all in this section.

It is not necessary to go into details actions that the policy identifies in this scope – that should be done in the procedure. In the policy, it is sufficient to simply identify the roles and their responsibilities related to the policy.

Consider the mandatory review period of three years for policies. When identifying specific roles in this section (or elsewhere in the document), refer to the position title rather than an individual name, to reduce the frequency of revisions required by staff turnover.

**5.0 – General Principles**

Section 5.0 should build off section **2.0 – Purpose** to articulate all relevant policy statements.

This section is where the specific objectives of this policy should be further defined in detail to ensure its purpose is met. The principles or objectives listed in this section should include what various steps are required to accomplish the purpose(s) as stated in section **2.0** without going into each detail for each step**.**

This is not the “how”(that is the purpose of a procedure document), but further explanation of the “**why”** on a step-by-step basis.

Policies provide guidance for the “**when”** and should outline applicable dates and times associated with meeting policy requirements, and/or identifying specific situations that require a policy to be applied.

Specific details around the timing of actions **do not belong** in the policy, rather these should be articulated in detail in the procedure **linked to** the policy. The policy should only provide broad insights regarding these pieces.

Formatting of the sections and their subsections should follow this template. Standard convention for any subsection in a Policy is as follows:

1. Subsections are numbered using decimals (i.e., Subsections of **5.0** are numbered sequentially **5.1**, **5.2**, etc.)
   * When a principle or ‘step’ requires additional information (such as a list or sub-clauses that detail exceptions or limitations) then bullet points should be used

**5.1 – Subsection 1**

1. Wherever possible, label each subsection to make the information as easy to find for the reader.
2. Each relevant principle or ‘step’ that the College will take to enact and fulfill the **Purpose** and **Scope** of the Policy should be discussed here.
   1. **– Subsection 2**
3. Wherever possible, label each subsection to make the information as easy to find for the reader.
   * Then use bullets to expand on any additional details that are required for each specific subsection

**6.0 - Related Documents**

This is where you list alphabetically, in the following order:

* Relevant legislation using appropriate citation i.e., FIPPA - *Freedom of Information and Protection of Privacy Act* R.S.O. 1990 c. F. 31
* College Policies and/or Operating Procedures to which this policy is linked;
* College Policies and/or Operating Procedures that are explicitly referenced in this policy,
* Other relevant documents, as appropriate (this can include forms and other publicly available documents)

**Policy Revocation**

If this is either a new policy or an existing policy that is being updated and in either case replaces another existing policy(ies):

* Please list all policies and/or procedures that should be considered for removal here

# 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.

Where amendments are approved, keep the list of what was changed general.

Where there were no amendments as part of a review process, writing “Review” as the descriptor in column three is acceptable. The table can be expanded as needed.

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| **Date Approved** | **Approved By** | **List of Approved Amendments / Review** |
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