Policy Name

Blue text provides guidelines for completing your policy. Highlight and delete all blue text when you have completed your document

## Purpose

The purpose of this policy is to:

E.g. legislative requirement or to protect Unitec and/or staff/ students from harm/damage, or prevent a known issue from occurring again, or to ensure Unitec meets certain standards (internally or externally imposed).

* Brief and bulleted if required

## Scope

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E.g. Staff, students, contractors (people) / all Unitec Programmes, computers leased but not owned by Unitec, committees reporting directly to Council (things).

## Policy Statement(s)

Policies will usually have more than one policy statement and where there is more than one, each statement should be separately noted and if required numbered points (or subheadings) and bulleted details may be used to provide further clarity.

1. Body or **subheading**
   * Detail
     + Detail
2. Body or **subheading**
   * Detail
     + Detail

## Associated Procedures

If there are tightly legislated or very few procedural steps you might include these in your policy document. HOWEVER, in most cases procedural steps or where your policy needs to be supported by a number of separate detailed procedures, require a separate procedure document(s) using the Unitec Procedure Template. Include a hyperlink to this separate procedure document(s) under the ‘Procedure’ heading.

## Responsibilities

If required for readers of the policy to easily and quickly see what things they and/or others must do

|  |  |
| --- | --- |
| Role | Responsibilities |
|  |  |
|  |  |
|  |  |
|  |  |

## Definitions

Unless otherwise specified the definitions in the Policy Framework Glossary (to be completed) apply. If a term is defined in this, start it with a capital letter, e.g. “Electronic Device”. If a term is not in the Policy Framework Glossary and is specific only to this policy you may add it to the table below. If a definition is not in the Policy Framework Glossary, ask the Policy Framework Manager to consider adding it.

| Term | Means |
| --- | --- |
|  |  |
|  |  |
|  |  |

## Reference Documents

* Hyperlink to the documents referred to.

## Appendices

Only if required. If not required, delete this heading.

## Approval Details

|  |  |  |  |
| --- | --- | --- | --- |
| Version number (this version) |  | Issue Date (this version) |  |
| Version History  (Amendments made to this version) | Date of amendment/s: | Amendment/s: | |
| Consultation Scope  (if appropriate) | Key stakeholders consulted in the review of this policy: | | |
| Approval authority | Unitec Body that approves this procedure e.g ELT, Academic Board, Council | Date of Approval |  |
| Policy Sponsor  (Has authority to approve minor amendments) |  | Policy Owner |  |
| Contact Person |  | Date of Next Review |  |