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2.	Scope	To what part of the organization does this policy apply? Please use the following format: This is a [Company] wide policy. Add a sentence if it applies to a specific group within that scope. e.g. [This policy applies to users of the HR Dept only.]
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4.	Policy Guidelines	Write your policy in the third person (e.g., "the company believes that" and therefore does this). Each item should clarify: • specific issue to which the policy applies • company's position / behavior / action in response to the issue • standards that apply (if appropriate) Address breaches of policy and provisions for appeal and escalation.
5.	References	List any reference to other policies, statutes, legislation or other sources that are cited within this policy.
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