EXHIBIT A

POLICY TEMPLATE

# Policy Title: Policy Template

# Policy #:

**Responsible Executive(s):**

**Responsible Oﬃce(s):**

**Date Adopted: Date Revised:**

1. **Purpose.**

# Scope

# The Policy

# [Sample outline numbering by levels]

# 

# 

# 

# 

# 

# 

# Deﬁnitions

# Related Policies, Procedures, Forms and Other Resources

# End Notes