# Policy document (insert organisation / logo)

## (Title of policy)

**Use the following headings to help write a policy document.**

* Aim of this policy
* Description of exactly what is expected of employees
* Unacceptable actions (including examples)
* Disciplinary action

**Employee statement**

I acknowledge receipt of and understanding of this policy. The policy is effective until further notice.

|  |  |
| --- | --- |
| Employee’s signature:  |  |
| Employee’s name: |  |
| Date: |  |
| **Office use only** |
| Policy approved by: |  | Date: |  |