

POLICY UPDATES AND MODIFICATIONS APPENDIX 1

I. Example Manual Outline Structure:

MAJOR HEADING (all caps, bold, centered)

Policy: Text of policy is inserted two spaces to the right of colon.

Purpose: Text of purpose is inserted two spaces to the right of colon.

Scope: Text of scope is inserted two spaces to right of colon.

Background (if applicable): Text of background is inserted two spaces to the right of colon.

Procedure: (text of procedure is inserted under procedure heading)

Outline structure

I. Heading 1

A. Sub Heading

1. Sub-Sub Heading

a. Sub-Sub-Sub Heading

i. Sub-Sub-Sub-Sub Heading

NOTE REGARDING OUTLINE STRUCTURE: If using this template, the outline structure has been created already. Insert the new policy at Heading 1 and work from there each time before hitting "save as." With each new policy being reformatted, open the "Policy Template" document and fill in the first with the text of the policy being updated.

NOTE REGARDING DATELINE: Choose Reviewed, Revised, Revised/Created and approved by management team. Date of revision inserted two spaces to the right of colon using the format: Month, Day Year (e.g., May 5, 2015). There is no punctuation following the revision date. Maintain previous revision dates and add most recent at the top.

GENERAL INFORMATION

Verdana Font

Single Space

1" margins

10 point font

File name: AbbreviatedSection_PolicyName_MMDDYYYY (e.g., PR_PolicyUpdates_03052014)

Revised: September 28, 2020

Reviewed: January 22, 2019

Revised and approved by management team: September 13, 2016

Revised: July 19, 2015

Created and approved by management team: June 19, 2014