**(Name) Policy (*Document type always appears at the end)* Draft**

* *To see this template in use please refer to the wide range of example documents on the register. A good example is the* [*Relocation Policy and Procedures*](https://www.auckland.ac.nz/en/about/the-university/how-university-works/policy-and-administration/human-resources1/emplyment-terms-and-conditions/relocation-policy-and-procedures-.html)
* *Policy statements are mandatory and apply across the University*
* *Policies can be combined with procedures or standards where both documents are short and it makes sense to do so*
* *Aim to maximise the benefits of policies being uploaded as webpages by using hyperlinks to provide useful information and using language which users are likely to search for*
* *Ensure that the statements in this policy do not contradict or repeat content in any other policy documents*
* *A word version of this template is available for download at the bottom of this page*

**Sections**

Application

Purpose

Background/Introduction

Contents

Policy

Definitions

Key relevant documents

Document management and control

**Application**

*Who does this policy apply to? E.g. specific staff members/students/all members of the University?*

**Purpose**

*A brief (preferably one sentence) statement to clarify the reason for this document. Contains reference to any other directly related documents such as supporting procedures and/or associated guidelines.*

**Background/Introduction**

*This section is optional and is not needed in most documents. It is only to be included where absolutely necessary to provide context for the policy. This section may contain a general brief statement about the policy area to provide background or brief non-mandatory statements of principle which would not be appropriate in the body of the policy.*

**Contents**

*This section is only used in longer documents to support user navigation.*

**Policy**

1. *All mandatory points are to be numbered and contain only one policy statement per item*
2. *Sub numbering is not to be used i.e. 1.1, 1.2, 1.3*
3. *If sub clauses need to be included, bullet points are to be used*
4. *Plain language is to be used throughout the document*
5. *Use direct language such as ‘must’ and ‘are to’ to specify expected behaviour*
6. *To avoid confusion for users only mandatory statements are to be made in the policy document –any non-mandatory statements can be placed in accompanying guidelines*
7. *If it is necessary to add brief notes within the document do so by hyphenating and reducing the text*

*Note – this clarifies that it is not a mandatory item*

1. *Policy documents may state ‘who’ is responsible (by role)*
2. *If hyperlinks are to be included in policies, please provide necessary urls at the time of submission for publishing. Hyperlinks are to be incorporated into sentences i.e. not stating ‘click here’*
3. *If forms are referenced, ensure these are uploaded to* [*Forms Register*](https://formspace.auckland.ac.nz/SitePages/Home.aspx) *and provide urls for their location. This can be done by contacting the Staff Intranet Publisher for your department or division or by emailing* [intranet@auckland.ac.nz](mailto:intranet@auckland.ac.nz).

*Note - only staff members are able to view Forms Register, if non-staff members will need to see/ use the form, please submit it to the PCO as a word document*

1. *Capital letters are only to be used in accordance with the* [*Writing Guide*](https://cdn.auckland.ac.nz/assets/central/central-services/mediaandmarketing/Writing%20Guide%205.2.pdf)
2. *Include the name of the document and the date on which it was most recently edited in a footer*

**Definitions**

The following definitions apply to this document:

* *Technical language or words with specific meaning in the context of the policy are given plain English definitions*
* *The first time each defined term is used in the text it appears in* ***bold*** *type*
* *Definitions are listed alphabetically*
* *When writing definitions, make reference to other documents that may contain similar terms to ensure that common definitions are used*

**Key relevant documents**

Include the following: *(in hierarchical order)*

* *Legislation*
* *Policies*
* *Procedures and standards*
* *Guidelines*
* *Forms*
* *Other useful resources*

*Where the same type of document appears they are listed alphabetically*

**Document management and control**

**Owner:** *Who is the policy owned by (by role)? Note- owners must be level 2/2A or above on the University’s Organisational Structure***Content manager:** *Who is the content manager (by role)*

**Prepared by:** *Include this only where a document is prepared by a party other than the owner/content manager*

**Approved b**y: *Who is the approval authority? Note- this is determined by the Policy Framework Policy*  
**Date approved:** *When was the policy approved?*  
**Review date:** When will the policy be reviewed?

*Note – the default period is 3 years unless the owner requests a shorter period*