

## 50+ Policy Samples, Format & Examples 2022

Policies are not just chunks of text posted on bulletin boards or reiterated during company orientations. They serve a purpose. They are governing laws that help organizations navigate complicated situations. Rules and policies are needed to maintain order and stability, regardless of company size. These policies can cover a range of subjects from dress codes to waste management. The [policy templates](#) listed below will provide plenty of ideas for you to craft your own code.

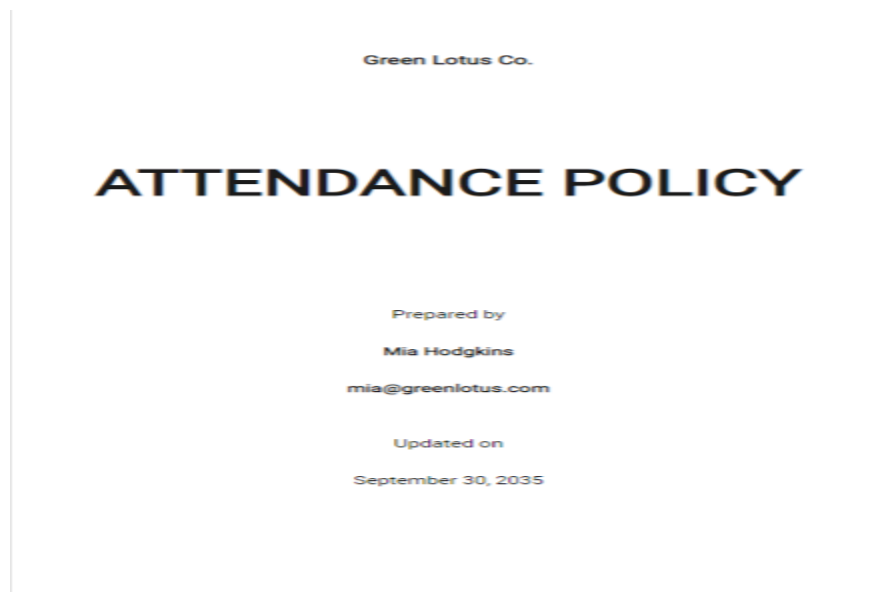
### To create a policy of your own, follow the following steps:

- Browse through dozens of ideas and examples.
- Customize it online, download, then print it in your preferred file format.

Create and customize your own policy with the helpful format guide at the end of the article. Still unsure of where to begin? Browse the 50 plus templates below and choose one that tailor fits your needs!

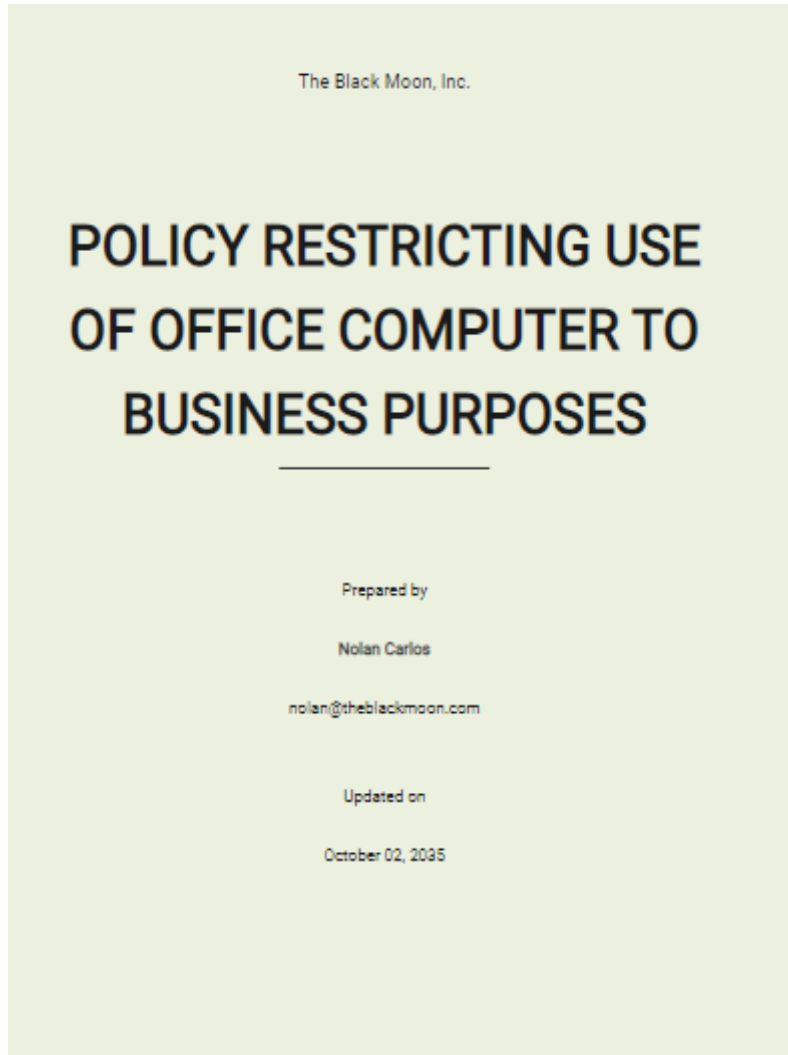
### 1. Attendance Policy Sample

Taking attendance is basic protocol. Whether in an academic or professional environment, an [attendance policy](#) is one of the most fundamental rules included in any organization structure.



## 2. Business Policy Sample

Office environments often discourage any personal business in the workplace. This [business policy](#) example below outlines the strict dos and don'ts of the use of computers while in the office.



### 3. Company Policy Sample

[Company policies](#) may vary across the board. To maintain order, it is important for any organization to lay down fundamental rules that their employees can follow.

BK Corp.

## COMPANY POLICY

Prepared by

Keiji M. Sanders

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Updated on

October 6, 2020

## 4. Corporate Policy Sample

It's important to recognize not just hard work, but good work too. This [corporate policy](#) below outlines the purpose and criteria of appointing an employee of the month.

Bouncing Ball LLC

# EMPLOYEE OF THE MONTH POLICY

Prepared by

Bill M. Gates

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Updated on

October 6, 2020

## 5. Employee Policy Sample

A lot of companies give end-of-year bonuses to deserving and top-performing employees. The sample [employee policy](#) below outlines the mechanics regarding employee bonuses.

Homeplus Construction

# EMPLOYEE AT WILL POLICY

Prepared by

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Updated on

January 1, 2030

## 6. Expense Policy Sample

Business travel often demands allowances for the traveling employee. Many [expense policies](#), like the one below, follow a per diem basis.

Beechwood Marketing Solutions

# TRAVEL AND EXPENSE POLICY

Prepared by

Deborah A. Dover

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Updated on

April 1, 2030

## 7. Freelancer Policy Sample

Because they are not considered regular employees, it is imperative for any freelancer to create ground rules for their output or labor. Use this [freelancer policy](#) as a practical guide.

Black Box Web

# FREELANCER PAYMENT POLICY

Prepared by

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Updated on

November 02, 2040

## 8. HR Policy Sample

Human Resources can cover a range of functions from compensation to training to recruitment. Use the sample [HR policy](#) below to craft your own guidelines on inter-job posting.

Street Cance Marketing

# INTER JOB POSTING POLICY

Prepared by

Fleur D. Malone

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Updated on

July 4, 2020



## 9. Leave Policy Sample

Taking a leave of absence is common for expectant mothers. But it should be noted that fathers should also be awarded paternity leaves to allow them time to care for a newborn baby. The [leave policy](#) below outlines the basic rules on taking a paternity leave.

Maximus Corporation

# PATERNITY LEAVE POLICY

Prepared by

**Trevor A Walters**

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Updated on

September 29, 2040

## 10. Overtime Policy Sample

Employees who extend their regular workhours are typically entitled to overtime pay. The [overtime policy](#) below specifies the terms and conditions regarding overtime hours and pay.

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[Red Hood Labs]

# OVERTIME POLICY

Prepared by

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Updated on

September 30, 2025

## 11. Privacy Policy Sample

Respect for privacy is valued by many individuals and companies. [Privacy polices](#) are often broad, so it is best to make provisions targeted and comprehensive.

### PRIVACY POLICY TITLE

Dirt Track Magazine ("we," "our", or "us") recognizes that you trust us with your information each time you log in or subscribe to [dirttrackmagazine.com](#) ("Website") and its services. That's why we stand committed to ensuring that your privacy is secured and protected, consistent with the guidelines set forth in the General Data Protection Regulation and other privacy laws. We understand that your information is important to you as it is important for us. This Privacy Policy ("Policy") helps you in understanding what information we collect and explains why we collect information that you share with us and to what extent we make use of such information.

#### Information That We Collect

We may collect the following information every time you log in or subscribe to our website and its services.

- Your basic personal details such as name, residence address, email address, telephone number, age, and gender;
- Your business details such as business name, business address, email address, business telephone number, and year established;
- Internet Protocol (IP) address, location, internet service provider (ISP), and cookies or HTTP cookies and other similar technologies; and
- Your login and logout time, including the website you visited prior to visiting our website; and
- The type of data or content you view on our website.

## 12. School Policy Sample

Schools are academic institutions with often stringent rules to follow. The sample [school policy](#) below breaks down the proper decorum to be observed in an academic library.

Coleman Christian School

# SCHOOL LIBRARY

Prepared by

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Updated on

October 08, 2050

## 13. Teaching Policy Sample

Teaching at a university can be a demanding job, but it can also be a fulfilling one. This [simple policy](#) below outlines the compensation rules and regulations that professors are subject to.

Allenton University

# UNIVERSITY COMPENSATION POLICY

Prepared by

**Bella S. King**

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Updated on

April 17, 2028

## 14. Return Policy Sample

People are often told while they're young to always return whatever is borrowed. Even in the professional world, returning what is not yours should still be upheld. Let the comprehensive [sample policy](#) below serve as a guide.

Downhill Outdoor Co.

# RETURN POLICY

Prepared by

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Updated on

October 25, 2020

## 15. Food Safety Policy Example

Food safety standards are paramount for anyone in food manufacturing and the restaurant industry. Health and hygiene cannot be stressed enough for those people handling the preparation and distribution of food.

### Proper Food Handling, Food Safety, and Sanitation Practices

(excerpted from the Michigan Food Law of 2000 as amended)

#### Handwashing

When to Wash: Food employees must wash their hands and exposed portions of the arms after touching bare human body parts, using the toilet room, handling animals, coughing/sneezing, using a handkerchief, using tobacco, eating/drinking, handling soiled equipment/utensils, as often as necessary to prevent cross-contamination, when switching between raw and ready-to-eat food, and after engaging in other activities that contaminate the hands.

How to Wash: Food employees shall clean their hands and exposed portions of the arms in a properly equipped handwashing facility by vigorously rubbing together the surfaces of the lathered hands and arms and thoroughly rinsing with clean water. Employees shall pay particular attention to the areas underneath the fingernails and between the fingers.

#### Hygiene

Food employees shall maintain a high degree of personal cleanliness and shall conform to good hygienic practices during all working periods. Food employees shall have clean outer garments and wear effective hair restraints. Smoking, eating, and drinking are not allowed by food employees in the food preparation and service areas. All non-working unauthorized persons must be restricted from the food preparation and service areas.

#### No Bare Hand Contact with Ready-To-Eat Food

Food employees may not contact exposed ready-to-eat food with their bare hands. Suitable utensils, such as deli paper, spatulas, tongs, dispensing equipment, or gloves shall be used.

#### Temperatures

Hot Holding: Potentially hazardous food must be maintained at 140° F or higher.

Cold Holding: Potentially hazardous food must be maintained at 41° F or below.

#### Cooking:

- 165° F for 15 seconds – poultry; stuffing containing fish, meat, or poultry; stuffed fish, meat, pasta or poultry.
- 155° F for 15 seconds – comminuted fish, meat, pooled raw eggs.
- 145° F for 15 seconds – raw shell eggs that are broken and prepared in response to a consumers order and for immediate service, fish, meat and pork.
- See section 3-401.11 (B) of the 1999 Food Code for cooking whole beef roasts, corned beef roasts, pork roasts, and cured pork roasts, such as ham.

Thawing: Potentially hazardous food shall be thawed either under refrigeration that maintains the food temperature at 41° F or less; completely submerged

## 16. Hotel Policy Example

The hospitality industry is no stranger to strict and time-honored protocol. A hotel policy is commonplace and is required in all establishments.



### **HOTEL POLICY & TERMS – THE ESQUARE HOTEL, PUNE**

The Guest(s), visiting and/or staying at the hotel, automatically agree to the hotel policies, terms and conditions mentioned below upon check in.  
The same is also available at [www.esquarehotel.com](http://www.esquarehotel.com)

#### **TARIFF & KEY CARD**

The tariff is for your room only. Please ensure that your bill reflects the correct tariff. Guests should obtain the key card from the reception only. Per Occupant, only 1 Key Card would be issued. Carry Key Card at all times during your stay. Upon Check Out, all key cards are to be handed back to the Front Desk. In case key card is lost, key card amount shall be payable.

#### **BILLING**

Please insist on a bill if the booking is via hotel website [www.esquarehotel.com](http://www.esquarehotel.com) or directly on phone or walk in at front desk, and also ensure that a valid bill is printed and obtained. For OTA's the bill may not be given, and the invoice will be given by the OTA. For extras, the Bill is to be taken. If no bill is provided for any paid extras, consider the entire stay as FREE. OTA = Online Travel Agents such as Make My Trip, Travel Guru / Yatra / Agoda / Booking.com / Golbibo and so on etc

#### **IDENTIFICATION (ID) & REGISTRATION POLICY**

Valid government issued, photo identification is required at check-in for each occupant of the room bearing the address of the guest. The identity proof would include a valid driving license / voter identity card / adhaar card etc. PAN Card is not accepted. Valid passport is mandatory for all foreign national guests. Passport should have a valid visa. The Guest Registration Card, in complete detail has to be filled by Guest, failure to do so may result in dishonoring of the booking.

#### **NUMBER OF GUESTS IN ROOM / VISITORS POLICY**

The maximum number of guests that are allowed within the room, is the number and names of guests that have been paid for while reserving the room. Visitors are not permitted into the room zones and/or rooms. If any visitor has come to meet room guest, the meeting should be done in the public areas such as coffee shop / restaurant etc. Guests bringing in "solicited/paid guests" or "anti social elements" are not permitted, and the hotel reserves the right for such guests to leave the hotel premises. Visitors shall not be permitted between 1130 pm to 7 am, and if found occupying the room without information to the desk, then charges of Rs 2500 + Tax per unauthorized occupant shall be payable by the guest. Select objectionable cases may be reported to the local Police station for necessary action.

#### **CHECK IN – CHECK OUT POLICY**

Check In: 12 Noon & Check Out: 10 am. If the guest wishes to stay on upto 6 pm and the room is available, guest will be charged half the normal daily rate for the room. Beyond 6 pm check out, the full day tariff shall be levied. Late Check out is subject to availability only.

#### **EARLY ARRIVAL POLICY**



## 17. Waste Management Policy Example

Proper waste segregation and management is crucial for maintaining the overall health of a city or urban area. A clear and comprehensive waste policy is a basic requirement in any area, especially highly dense areas.



Information Classification: **Public Documents**

[Estates Waste Management Policy 2017](#)

## 18. Kitchen Policy Example

The culinary and hospitality world know how basic and important kitchen policies are. Similar to food safety rules, kitchen policies are intolerant of petty mistakes and careless errors.

### KITCHEN POLICIES & OPERATING PROCEDURES

Standard Operating Procedures for the Major Departments - the Kitchen and the Dining Room - are written statements specifying exactly HOW you will provide consistently good food and service for your guests... at a profit. The content of these "SOP" statements is determined by your menu, facility, layout, equipment and your style of service.

*Yes, deciding "what is so" about the detailed aspects of your operation and then clearly writing it all down is an enormous effort requiring expert knowledge, concentration and perseverance. The payoff shows up in more well-controlled operating costs, improved efficiency, better safety and sanitation and, most importantly, more consistent customer service and food quality.*

### Kitchen Policies & Procedures

#### Opening the Kitchen

Access: Designate who is issued keys and alarm codes

Entrance: (Specify which is to be used.)

Alarms: Follow shut-off procedure

(Have phone number(s) of Alarm Company posted)

Clock in or fill in a time card.

Basic Utilities: Turn On

Lights

Air system

Equipment requiring time to pre-heat:

Proofers

Griddles

Ovens

Ranges

Grills

Broilers

Fryers

Steamers

Kettles

Steam Tables (Bain Marie)

Hot Food Display Appliances

Unlock Refrigerators and Freezers.

Check Temperatures of units.

Put Keys in proper storage area.

Line and distribute trash bins.

Layout floormats.

Dish & Pot Washing Equipment: Inspect, assemble, add chemicals, turn on.

Check Hot Appliances for temperatures, odd noises, leaks.

Inspect the whole kitchen area for:

Neatness & cleanliness

Equipment malfunctions

Orderliness

Proper storage practices: food, supplies, tools.

## 19. Tourism Policy Example

The tourism sector brings in billions of dollars annually and is the driving economic force for many countries. Tourism policies are needed to establish a sense of structure and order for it to be sustainable enough for tourism-dependent communities.



## 20. University Policy Sample

Universities have their own set of rules and regulations that the whole academic community is expected to follow. The general [university policy](#) below is a prime example.

University of the West

# GENERAL UNIVERSITY POLICIES & PROCEDURES

Prepared by

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Updated on

April 14, 2020

## 21. Website Policy Sample

Creating and running a website is hard work. There can be a host of issues that a web developer regularly faces. One of these issues is privacy. So it's always important to have a reliable [website policy](#) on privacy.

### WEBSITE PRIVACY POLICY

iConnect Digital Solutions ("we," "our", or "us") legally owns [www.icconnectdigitalsolutions.com](http://www.icconnectdigitalsolutions.com). This website is created for the purpose of our ambitious move to cater to its target market needs in the commercial, educational, governmental, charitable, cultural, and/or social functions and platforms. This Website Privacy Policy is created to ensure that the rights to privacy of the website's clients, subscribers, and users are secured.

In compliance with the General Data Protection Regulation ("GDPR"), we will assign **Leila B. Fowler** as Data Protection Officer ("DPO").

#### Information We Collect

To fulfill our purposes, we may need to collect and keep some personal data from you. Our website store different personal data which consists of the following:

- Your basic personal details such as name, residence address, email address, telephone number, age, and gender;
- Your business details such as business name, business address, email address, business telephone number, and year established;
- Internet Protocol (IP) address, location, internet service provider (ISP), and cookies or HTTP cookies and other similar technologies; and
- Your login and logout time, including the website you visited prior to visiting our website; and
- The type of data or content you view on our website.

## 22. Workplace Policy Sample

Since the start of the COVID-19 pandemic, flexible work arrangements have boomed. But in order to establish clear rules and provisions regarding any new arrangement, a suitable [workplace policy](#) must first be in place.

Yosemite Outsource Ltd.

# FLEXIBLE WORKPLACE POLICY AND PROCEDURE

Prepared by

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Updated on

October 7, 2026

## 23. Restaurant Policy Sample

All food establishments should uphold a standard [restaurant policy](#) in order to maintain order, predictability, and continuity.

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Bella Ciao

# RESTAURANT MANAGEMENT POLICY

Prepared by

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Updated on

October 13, 2028

## 24. Safety Policy Sample

Whether you are a construction company or a warehouse factory, safety laws should always be put in place. Use the general [safety policy](#) sample below as a comprehensive guide.

Clean Slate Masters

# COMMERCIAL CLEANING HEALTH AND SAFETY POLICY

Prepared by

**Penelope Gomez**

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Updated on

October 18, 2022

Policy Number: 90210



## 25. Security Policy Sample

Safety and security are basic needs for individuals and organizations alike. An airtight data [security policy](#) is needed to protect the wellbeing of everyone- whether that's a small startup business or an established global conglomerate.

Homegrown Products Inc.

# DATA SECURITY POLICY

Prepared by

**Kate Winston**

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Update on

July 22, 2035

## 26. Travel Policy Sample

Traveling in a post-pandemic society may prove to be an adjustment for many; which is why a clear overseas [travel policy](#) should be a priority for all governments and countries.

GIZI Foods Industries

# OVERSEAS TRAVEL POLICY

Prepared by

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Updated on

January 5, 2022

## 27. Advertising Agency Policy Sample

Advertising agencies are proliferating everywhere in today's media-dependent society. For marketing practitioners, there ought to be a standard with regard to industry conduct and ethics. Use the [advertising agency policy](#) below as an example.

TG Essex Ad

# ADVERTISING AGENCY POLICY

Prepared by

Olivia B. Anderson

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Updated on

October 12, 2026

## 28. Small Business Policy Sample

No matter how small your company size is, a decent code of conduct is required. This [small business policy](#) example below outlines the guidelines on the company's customer service.

Casablanca Restaurant

# CUSTOMER SERVICE POLICY

Prepared by

Lilian E. Hayden

[lilian@casablancahotelmail.com](mailto:lilian@casablancahotelmail.com)

Updated on

July 15, 2020

## 29. IT & Software Policy Sample

The IT and computer software industry is only to get bigger and more sophisticated with time. So it is paramount that a company's [IT policies](#) are regularly reviewed to optimize user satisfaction and protection.

Backyard Connection

# CLOUD COMPUTING POLICY

Prepared by

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Updated on

July 4, 2020

## 30. Work from Home Policy Sample

The pandemic has given way to the work from home option. Millions of office workers continue to be subjected to this new change in work environment in order to safeguard public health. The one-page [work from home policy](#) below is brief and straight to the point.

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Mediplas Innovations

# WORK-FROM-HOME POLICY

Prepared by

Albie F. Valdez

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Updated on

February 27, 2020

## 31. Compressed Work Week Policy Sample

Some organizations have adopted the compressed work, long before the start of the COVID-19 pandemic. Today, however, more and more companies see it as a viable option. Use the sample below and conveniently download it in [Google Docs](#) format.

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Cumberland Manufacturing Inc.

# COMPRESSED WORK WEEK SCHEDULE POLICY

Prepared by

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Updated on

April 30, 2020

## 32. Training and Development Policy Sample

Training and development is important for a company's workforce to remain competitive and relevant. The sample policy below is available for download in [PDF format](#).

Topline Homes Construction

# TRAINING AND DEVELOPMENT POLICY

Prepared by

Camille F. Evans

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Updated on

July 1, 2030



## 33. Gift Giving Policy Sample

Many NGOs and government agencies implement strict rules regarding the receiving of tokens and gifts. The culture of patronage is typically looked down upon and discouraged. The gift giving policy below is available for download in both Google Docs and [MS Word](#) formats.

Good Panda Corp.

# GIFTS: GIVING POLICY

Prepared by

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Updated on

October 12, 2050

## 34. Sabbatical Leave Policy Sample

A sabbatical leave is quite common in academic institutions. It refers to an extended leave of absence that may range from several months to even a couple of years. Download the sample policy below in Word format or in [Apple Pages](#).

Tech Galaxy Corp.

# SABBATICAL POLICY

Prepared by

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Updated on

October 07, 2050

## 35. Preschool Policy Example

Preschool is a memorable milestone for parents of young children. But to optimize the child's formation and development, policies should be put in place for all stakeholders to follow- including parents.



# PRESCHOOL POLICIES AND PROCEDURES HANDBOOK

For Families and Visitors

EFFECTIVE OCTOBER 1, 2016;  
Last edited 3.1.2017

## 36. Middle School Policy Example

All school levels adhere to some form of code. Without a proper code of conduct, it will be difficult to navigate the challenges and problems of middle school education.

### EASTERN MIDDLE SCHOOL POLICIES AND PROCEDURES

#### ACADEMIC HONESTY

All work turned in by a student should be his or her own work, reflecting what the student has learned. Using someone else's work, words, or ideas and passing it off as one's own (plagiarism); allowing personal work, words or ideas to be copied by another; copying another student's work; computer piracy; copyright abuse; and/or unauthorized communication during an assessment will result in disciplinary action including the forfeiture of the grade.

#### HOMEWORK POLICY

Students will receive homework in each class at least two times per week. Students will record all assignments in the agenda book, and if no homework is assigned, the student should write "NO HOMEWORK" in the appropriate space. It is the student's responsibility to find out and to make up work missed during an absence. Teachers will request students to get at least two homework buddies in each class whom they should contact to obtain missed assignments.

#### COMPUTER/INTERNET USAGE

Students may use the Internet for **educational purposes only**. Computer /Internet privileges will be revoked upon the discovery of any violation of MCPS/Eastern policy and regulations. Reinstatement of privileges is at the discretion of the administration.

#### ATTENDANCE POLICY

All students must attend class daily unless legally absent. Excused absences include death in the family, illness of the student, court summons, violent storms, religious holidays, state emergencies, suspensions, lack of MCPS authorized transportation, and school approved activities.

After each absence, students must present a note to the attendance secretary. The note should contain all of the following information: name of student, grade, date of absence, specific reason for absence, signature of parent/guardian, and a home and/or business phone number of parent/guardian. Parents/Guardians should contact the guidance office to request assignments for students who are absent for three or more days.

#### SCHOOL HOURS

School hours are from 7:55 a.m. to 2:40 p.m. Students will be admitted into the building at 7:30 a.m. and must leave by 2:50 p.m. unless they are participating in supervised school activities.

#### TARDY POLICY

## 37. Environmental Sustainability Policy Example

Environmental degradation has only gotten worse and it's high time nations everywhere take the problem seriously. An environmental sustainability policy ought to be required in all countries; and all it takes is the will power of leaders and decision-makers.

GOOLWA CHILDREN'S CENTRE

### Environmental Sustainability Policy

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We encourage awareness of environmental responsibilities and implement practices that contribute to a sustainable future. Children are supported to become environmentally responsible and show respect for the environment. Sustainability is often thought about in terms of environmental sustainability—reducing waste, minimising consumption and protecting and conserving wildlife and natural habitats.

National Quality Standards (NQS)

Quality Area 3: Physical Environment	
3.1	The design and location of the premises is appropriate for the operation of a Service
3.2	The environment is inclusive, promotes competence, independent exploration and learning through play
3.3	The Service takes an active role in caring for its environment and contributes to a sustainable future

#### PURPOSE

We aim to ensure the environment is safe, clean and sustainable. We believe in educating children about the environment which is promoted through daily practices, resource and interactions. Sustainable practice will be encouraged within the service assisting children and families to become advocates for a sustainable future.

#### SCOPE

This policy applies to children, families, staff, management and visitors of the Service.

#### IMPLEMENTATION

Learning about sustainability starts with everyday practice. We believe environmentally sustainable practices should be embedded into the operations of the Service. Our service is committed to protecting our environment to ensure a sustainable future for our children. This involves educators, children and families working together to protect our environment to ensure a sustainable future for our children through continuous improvement we strive to improve every day.

## 38. Harassment Policy Example

Sexual harassment is a serious issue in the workplace. The safety and dignity of all workers should be top priority for any company; which is why a sound harassment policy should always be part of a company's code of conduct.

### Sample Sexual Harassment Policy

*[Explanatory note: This sample sexual harassment policy is intended for use by private and public employers in the Pacific to help them develop their own sexual harassment policies. It is based on international good practices and includes all the components which make a sexual harassment policy comprehensive. As such, it is not intended to be a collection of clauses from which employers can pick and choose. Instead, any effective policy must include most if not all of the content of this sample policy. Organisations should of course modify certain clauses to meet specific conditions within their organisations.]*

#### The Policy Statement

[Name of Company] is committed to providing a safe environment for all its employees free from discrimination on any ground and from harassment at work including sexual harassment. [Name of Company] will operate a zero tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment.

All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimised for making such a complaint.

*[Explanatory note: This explains in broad terms what the policy is about and sets out the intention of the organisation in adopting the policy.]*

#### Definition of sexual harassment

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.

Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal. Examples of conduct or behaviour which constitute sexual harassment include, but are not limited to:

##### Physical conduct

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
- Physical violence, including sexual assault
- Physical contact, e.g. touching, pinching
- The use of job-related threats or rewards to solicit sexual favours

##### Verbal conduct

- Comments on a worker's appearance, age, private life, etc.
- Sexual comments, stories and jokes
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of the worker
- Condescending or paternalistic remarks

## 39. Gym Policy Example

Gyms usually have dozens of rules and reminders for clients to ensure their safety while working out. Some common rules include policies regarding lost belongings, safety reminders for gym equipment, personal trainer guidelines, etc.



**DICKY BEACH SURF LIFESAVING CLUB**  
**PROCEDURE NO. ADM002**  
**GYM POLICY & PROCEDURE**

**Document Control**

**Version Control**

Date	Version	Details	Author
23 April 2017	1	Initial Introduction of Procedure	Secretary
20 October 2017	2	Review of document	Secretary

**Approval**

Delegation Required for Approval: BOARD

Approving Officer: SECRETARY

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**1. Purpose and Background**

- 1.1 To guide members in the safe use of the Club's gym and equipment.
- 1.2 To determine a safe and appropriate gym protocol for the benefit of members qualified to use the facilities.

**2. Policy Statement**

- 2.1 The Board is solely responsible for the gym's policies, rules and conditions under which the gym may be used. The policies reflect the conditions imposed by the Surf Club's Insurers and SLSQ policies and the Work Place Health and Safety Act of Queensland.
- 2.2 Only financial active, award, reserve active, long service and Life Members who have paid the nominated gym fees and completed all necessary paperwork are allowed to access and use the club.

**3. Care, use and safety**

- 3.1 The Club shall exercise due diligence by ensuring work health and safety and electrical obligations are met, by employing a qualified Gym Officer who shall carry out weekly safety inspections and report to the Lifesaving Operations Committee.

## 40. Policy Memo Sample

A standard [policy memorandum](#) needs a title, the complete date, and details of both the sender and recipient. You may also include a subject line, as seen in the sample template below.

Philmarton Enterprises

### POLICY MEMORANDUM

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**Date:** August 01, 2030

**From:** Kayleigh Harvey

**To:** Molly Perry

**Subject:** Food Service Policy

The Public Health Agency is required to screen and assess applications regarding meal benefits for children in public schools. A list of applications should be verified and provided for the entitlement of such meals by September 01, 2030.

The verification process for all school sites should be completed within a month. The policy website should also be accessible and updated accordingly.

Thank you.



## 41. Social Media Policy Sample

Social media can be a tricky realm to navigate. That's why it is imperative for all companies to set clear boundaries by using [social media](#) policies and guidelines within their respective organizations.

Tech Aid Digital Company

# SOCIAL MEDIA POLICY

Prepared by

Sebastienne Hopkins

[sebastienne@techaid.com](mailto:sebastienne@techaid.com)

Updated on

October 30, 2035

## 42. Succession Planning Policy Sample

A true leader is not obsessed with maintaining control and knows when to let go of responsibilities. The succession [planning template](#) below outlines the transitional details of an outgoing leader and a new, incoming one.

Kahuna Industries

# SUCCESSION PLANNING POLICY

Prepared by

Sammy F. Kanale

sammy@kahunamail.com

Updated on

June 14, 2021

## 43. COVID-19 Policy Sample

The global pandemic has ushered in new and stringent rules that nobody expected: regular lockdowns, more frequent disinfection, physical distancing and mandatory masks. The [COVID-19 template](#) below is a sample policy you can use in crafting your own pandemic rules.

China Palace Restaurant

# CORONAVIRUS POLICY

Prepared by

Tracy F. Lennon

[lennon@chinapalacemail.com](mailto:lennon@chinapalacemail.com)

Updated on

March 20, 2020

## 44. Career Planning Policy Sample

Having a [career plan](#) is a strategy that many people, unfortunately, don't make the time for. If companies want to take the professional growth of their employees seriously, they should consider implementing a career planning policy.

YLX Estate Properties

# CAREER PLANNING POLICY

Prepared by

Lillian E. Simpson

[lillian@ylxproperties.com](mailto:lillian@ylxproperties.com)

Updated on

December 8, 2022

## 45. Restaurant Marketing Policy Sample

Operating a restaurant is not easy. It pertains to more than just food and dining. [Restaurant marketing](#) is an essential aspect as well; because how can a food business flourish without enough customers?

Delicata Restaurant

# Restaurant Marketing Policy

Prepared by

John L. Ruiz

[john@delicatarestaurant.com](mailto:john@delicatarestaurant.com)

Updated on

February 1, 2030

## 46. Holiday Policy Sample

A holiday or vacation is not an excuse for you to totally let your guard down. The [holiday template](#) below is an outline of vacation policies and procedures to maximize convenience and safety.

KYRSTN Designs Incorporated

# HOLIDAY VACATION POLICY

Prepared by

**Amy M. Huffs**

[amyhuffs@kyrstndesigns.com](mailto:amyhuffs@kyrstndesigns.com)

Updated on

November 9, 2022

## 47. Media Relations Policy Sample

The media has always been a powerful tool in information dissemination. Having a solid [PR plan](#) is an important aspect in media relations. The example below exemplifies this in a policy document.

Crowder Custom Media

# MEDIA RELATIONS POLICY

Prepared by

Kaitlin O. Livingston

[kaitlin@crowdercustommediamail.com](mailto:kaitlin@crowdercustommediamail.com)

Updated on

August 15, 2020

## 48. Email Policy Sample

Email etiquette is vital, yet many people take it for granted. The sample [email template](#) below outlines a thorough discussion on acceptable email procedures.

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Yore Dore Graphic Laboratory

# EMPLOYEE EMAIL POLICIES

Prepared by

Vanessa M. Jordan

vmjordan@yoredoregraphiclab.com

Updated on

October 7, 2024



## 49. Confidentiality Policy Sample

A non-disclosure or [confidentiality statement](#) can normally be found in contracts and policy procedures. The example below pertains to a third-party confidential information policy.

Dream Space Co.

# THIRD-PARTY CONFIDENTIAL INFORMATION POLICY

Prepared by

**Sandra M. Bailey**

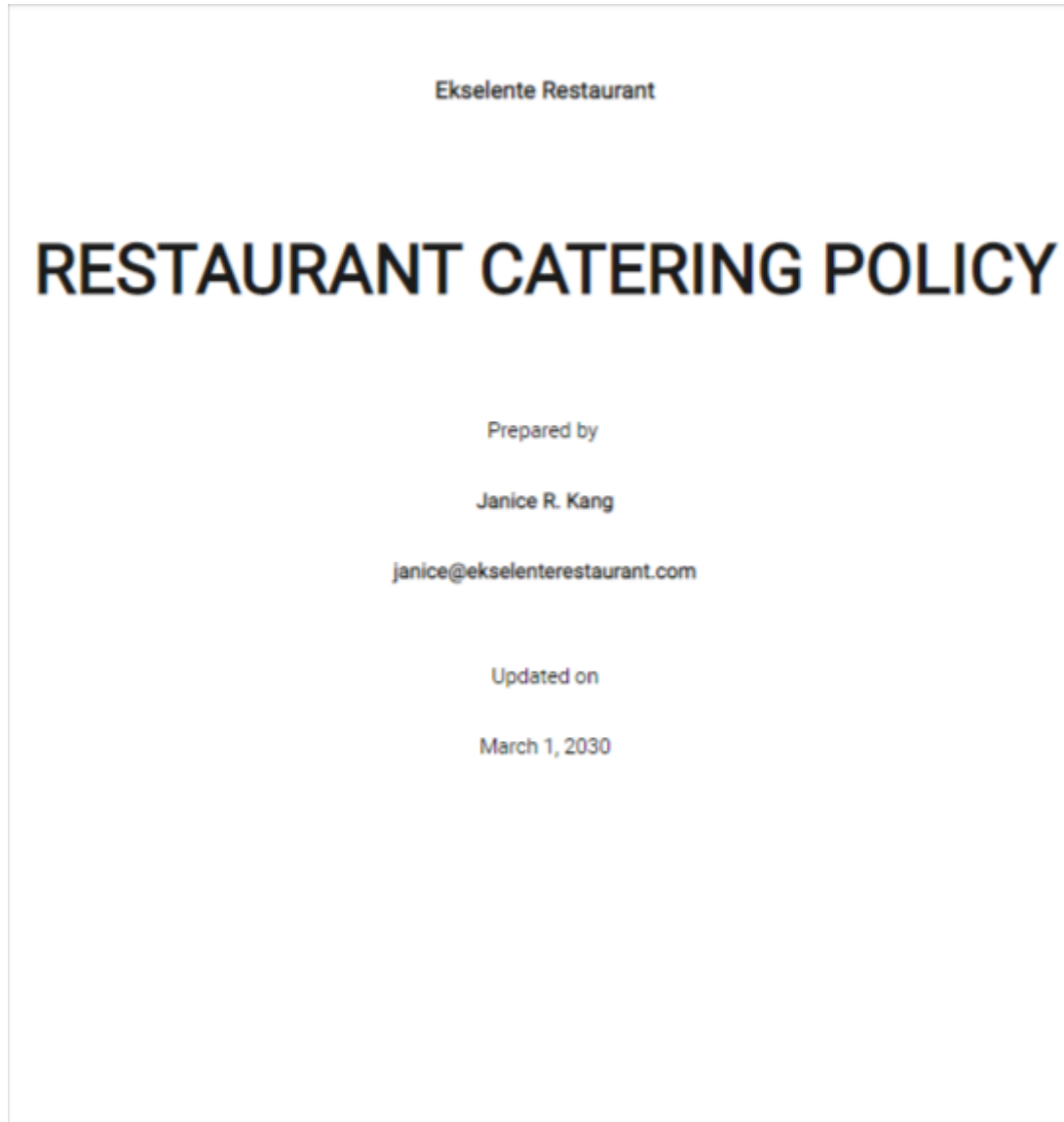
**sandra@dreamspaceco.com**

Updated on

November 01, 2040

## 50. Catering Policy Sample

A catering policy can help ensure utmost quality is given to customers- both quality food and quality service. The [catering template](#) below contains an outline describing various policies and procedures.



### POLICY FORMAT

There are several elements common to most policies. To create your own policy, follow the simple step-by-step guide below:

## **1. Title**

An appropriate heading should serve as your policy's title. Make sure its size and font are bold or big enough to read.

## **2. Terms and Conditions**

The main part of a policy is the definition and enumeration of terms and/or provisions. These are the rules that will eventually be carried out and enforced.

## **3. Approval and Authority**

There needs to be an indication of authority or approval in your policies. This can add credibility or help certify the rules.

## **4. Spacing and Numbering**

To make it more organized, it is best to divide your policies into different sections. Make sure they are spaced out evenly and contain the appropriate subheadings to differentiate each section from the other.

## **FAQs**

### **What is the best definition of policy?**

Policy is basically a set of rules and procedures that an individual or organization looks to for guidance or instruction.

### **What does policy mean in simple terms?**

Policy is simply a set of laws or rules that people are expected to follow.

### **What is the policy used for?**

Policy is used in all aspects of life- in the workplace, in religious institutions, in government offices, and in civil society. In a broader sense, many policies shape the way we live and act.

## **Is a policy a rule?**

A policy is essentially a rule meant to be followed. Policies are created by individuals and organizations for themselves and other people to uphold.

## **What are policy examples?**

Some common policies are no-smoking rules, dress codes, and overtime guidelines. In our current context, mandatory mask-wearing and work-from-home arrangements are widespread policies.