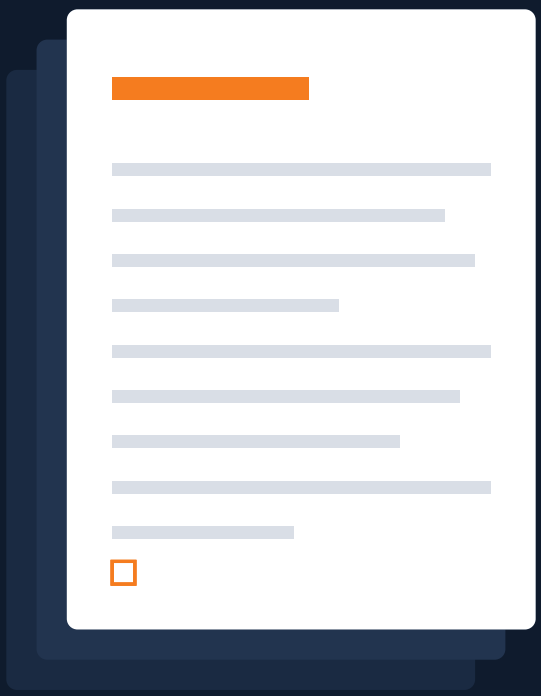
Documentation
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FREE TEMPLATE

BUSINESS DOCUMENTS

Company Policy

A clear, enforceable policy for workplace conduct, remote work, data privacy and more.

INTENDED AUDIENCE

All employees, Legal, HR

TYPICAL USE CASE

Workplace conduct, remote work, data-privacy policies

About this template

A policy states the rules and the reasons behind them; procedures (SOPs) explain how to follow them. Keep policies short, written in plain language, with clear scope, responsibilities, consequences and a review date. Have Legal or HR review before publishing.

Detail	
Intended audience	All employees, Legal, HR
Typical use case	Workplace conduct, remote work, data-privacy policies

How to use it

- Replace every *[grey bracketed placeholder]* with your own details.
- Delete the orange **Guidance** boxes and green **Example** boxes before you publish or circulate it.
- Add or remove table rows as needed; keep the section order so readers can find things quickly.

Document Control

Policy title		**Policy number**	
Version		**Policy owner**	
Approved by		**Effective date**	
Next review date		**Applies to**	

Version	Date	Author	Summary of changes
[1.0]	*[DD/MM/YYYY]*	*[Name]*	*[Initial release]*

01 Policy Statement

GUIDANCE *One paragraph stating the organisation's position and commitment.*

EXAMPLE Northwind Goods supports remote work where the role allows it, provided employees remain productive, reachable during core hours and protect company data.

02 Purpose

GUIDANCE *Why this policy exists: the risk it manages or the value it protects.*

03 Scope

GUIDANCE *Who and what the policy applies to, including contractors, locations and systems.*

Applies to	Does not apply to
[Employees, contractors, ...]	*[Exclusions]*

04 Definitions

Term	Definition
[Term]	

05 Policy Requirements

GUIDANCE *Write each rule as a numbered, testable statement. Use 'must' for mandatory and 'should' for recommended.*

#	Requirement
1	*[Employees must ...]*
2	
3	
4	
5	
6	

06 Roles & Responsibilities

Role	Responsibilities
Employees	
Managers	
HR	
[Policy owner]	

07 Exceptions

GUIDANCE *Explain how to request an exception and who can approve it.*

How to request	
Approver	
Maximum duration	
Record kept in	

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08 Compliance & Consequences

GUIDANCE *State how compliance is monitored and what happens if the policy is breached.*

09 Related Policies & Procedures

Document	Reference
[Related SOP / policy]	*[No. / link]*

10 Employee Acknowledgement

GUIDANCE *Have employees confirm they have read and understood the policy.*

Employee name	Department	Signature	Date

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YOUR TEMPLATE IS READY. YOUR TIME IS LIMITED.

Need this document written, reviewed or formatted for you?

Documentation Services Lab turns your processes, systems and know-how into clear, audit-ready documents your team will actually use. Hand us your notes, recordings or rough drafts and we deliver a finished, on-brand **Company Policy** and anything else you need.

SOPs & process docs

Standard, checklist, visual and compliance SOPs, process maps, operations manuals.

Technical & API docs

API references, integration guides, manuals, specs and knowledge bases.

Quality & compliance

ISO-ready QMS documents, registers, audit checklists, training records.

Project & construction

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