

Policy and Procedures Sample Template

Policy Name: (i.e. Complaints and Grievances; Paid Work; Recovery Planning; etc.)

Policy Statement: (What and Why- Simple Sentences)

Examples:

It is the policy of our organization.....

In order to assure equal treatment of residents regarding paid work opportunities.....

Signature of Authorizing Person: (i.e. Board Chair, Executive Director)

Date Issued:

Date Revised:

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Procedure: (i.e.- Steps, Process, By Whom, Who Reviews, Appeals)

Signature of Authorizing Person (i.e. Board Chair, Executive Director

Date Issued:

Date Revised:

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