

Title of the Procedures

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# reference Policy Statement

*Include the statement of the policy that this procedure is implementing.*

# Definitions

Capitalized terms shall have the same meaning attributed to them in the reference policy.

# Procedures

*Below are some recommendations that will help you state procedures, which will indicate to readers what to do:*

* *Develop a process that is simple and efficient. Try to minimize the number of steps and always include a time frame for each step;*
* *Use a solid and precise plan of action that is to the point;*
* *Include a flow chart describing the process;*
* *Refer to forms and guidelines that are part of the procedures by inserting a link to the document. Readers should be able to find all the information they need in the document;*
* *Use action‐oriented terminology;*
* *Outline each step of the process separately and the order in which they need to be taken;*
* *Use short and instructional sentences.*

*Please follow the below format.*

## Policy Heading Two List

1. Vestibulum dapibus ex a ultricies dapibus;
2. Mauris pretium sapien ut elementum sodales;
3. Nulla id nunc ut risus consectetur vestibulum ac vitae odio;
4. Nam id libero in ligula euismod vestibulum sed a urna.

## Policy Heading Two List

Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum:

1. Maecenas euismod nunc et nisi tempus, eget rhoncus arcu tristique;
2. Donec tincidunt eros eget malesuada pellentesque;
3. Quisque aliquet leo sed ullamcorper finibus;

### Policy Heading Two List

Cras tempus lectus ac dolor ullamcorper, non fermentum turpis mattis:

### Policy Heading Three List

Suspendisse sit amet tellus nec est tempus interdum. Maecenas sodales at lacus eget eleifend. Nulla commodo tempor rhoncus. In id nulla diam.

# Exceptions and Special Circumstances

*If there are any exceptions or special circumstances to the policy, you should include them in this section and describe how they should be handled. If there are no exceptions, remove this section from your policy.*

# Non-Compliance

*In this section, you need to describe the plan of action to address policy violations. This plan would include the below:*

*- the way you will address noncompliance allegations.*

*- if necessary, how you will investigate allegations in a timely manner.*

*- for corrective and disciplinary actions, you should refer to HR.*

*Examples include: recruitments made in violation of this policy will result in a cancelation of the appointment, or events made in violation of this policy will be canceled, or access granted in violation of this policy will be denied, or applicants who do not comply with this policy should resubmit their application; violation of this policy constitutes an act of gross misconduct and is therefore grounds for termination of employment and/or tenure and expulsion from educational programs; violation of this policy will lead to disciplinary action up to and including termination as well as arrest and prosecution for any criminal acts. In any event, you should clearly encourage the community to report violations of the policy and indicate how and where people can report these violations.*

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