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|  | **Sample Policy Template**  **Type of Policy:** |
|  | **Policy Name and Number:** |

Effective Date: Year/Month/Day Approved by:

Review date: Revised date:

# Purpose of Policy

The purpose of this policy is to …..

# General Oversight

Describe who is responsible for overseeing the policy (eg. Board chairperson, secretary, executive director etc) and what they do in terms of oversight.

# Policy Statement

**Procedures**

Lorch and Associates 1

204.799.3782

[rlorch@lorch.ca](mailto:rlorch@lorch.ca) [www.lorch.ca](http://www.lorch.ca/)