

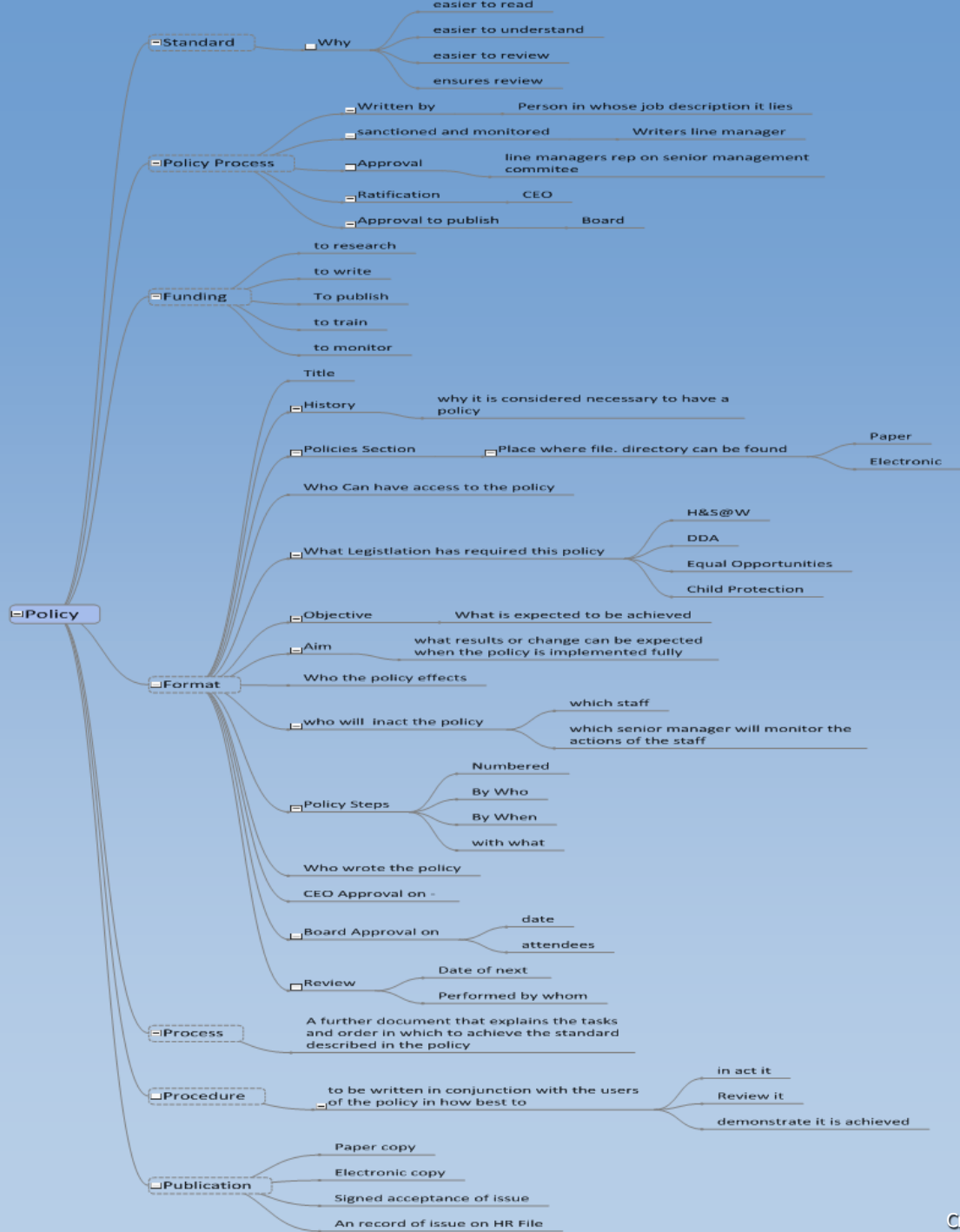
Policy



Fresh Eyes Facilities Assistance
FM solutions made easy



**And any department or function
there in**



Policy

- This shows the major titles used in this presentation
- **Standard**
- **Policy Process**
- **Funding**
- **Format**
- **Process**
- **Procedure**
- **Publication**



Standard

- **Why do we need a standard format for policies**
 - easier to read
 - easier to understand
 - easier to review
 - ensures review



Policy Process

- **Written only by**
 - **The Person in whose job description it lies**
- **Delegated or Sanctioned and monitored**
 - **By the Writers line manager**
- **Approval**
 - **line managers rep on senior management committee**
- **Ratification**
 - **CEO**
- **Approval to publish**
 - **Board**



Funding

- Before entering any task it is best to have firstly arranged funding in monetary terms of time needs
- To research
- To write
- To publish
- To train
- To monitor



Format

Or layout is covered in
the next three slides

- **Title**
- **History**
 - **why it is considered necessary to have a policy**
- **Policies Section**
 - **Place where file. directory can be found**
 - **Paper**
- **Electronic**
- **Who Can have access to the policy**
- **What Legislation has required this policy**
 - **H&S@W**
 - **DDA**
 - **Equal Opportunities**
 - **Child Protection**



Format (Cont.)

- **Objective**
 - What is expected to be achieved
- **Aim**
 - what results or change can be expected when the policy is implemented fully
- **Who the policy effects**
- **who will inact the policy**
 - which staff
 - which senior manager will monitor the actions of the staff



Format (Cont.)

■ Policy Steps

- Numbered
- By Who
- By When
- with what

■ Who wrote the policy

■ CEO Approval on -

■ Board Approval on

- Date, attendees

■ Review

- Date of next, Performed by whom



Process

- A further document that explains the tasks and order in which to achieve the standard described in the policy



Procedure

- to be written in conjunction with the users of the policy in how best to
 - in act it
 - Review it
 - demonstrate it is achieved



Publication

- Paper copy
- Electronic copy
- Signed acceptance of issue
- An record of issue on HR File

