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| --- | --- |
| Policy Name: |   |
| Policy Number: | (UPT to complete) |
| Accountable Senior Administrator: |  |
| Issued: | (Date) |
| Last Updated: | (Date) |

## Policy Statement

*Insert the policy statement used in the Rationale to Proceed. Add additional information, as relevant.*

## Reason for the Policy

*Insert the reason for the policy used in the Policy Justification. Also reference regulations/law, as relevant.*

## Stakeholders Affected by Policy

*Insert the list of stakeholder groups included in the Policy Justification. Add additional information as relevant.*

## Definitions

*Provide definitions of terms used in the policy text.*

## Policy Text

*Provide the text of the policy. Do not include procedures in this section.*

## Procedures

*Provide step-by-step detail of the procedures related to implementing the policy.*

## Violations

*Provide description of how violations of policy will be managed.*

## Related Policies and Documents

*List and provide links to all policies and documents related to this policy.*

## Responsibility

*List all individuals/units with responsibility for implementing the policy and a list of the specific tasks/responsibilities of each. List titles of individuals, not names.*

## Contact for Questions

*List title and department of contact(s) for questions about this policy. Do not include names*