Shelter Pulse

Policy Template

Policy Number: *Numerical organization of policies to allow for structure and ease of navigation*

Policy Name: *A specific and meaningful policy name*

Applies To: Who does this policy govern - what specific population/demographic within the organization?

Philosophy:

This section should convey the foundational assumptions or philosophies that underpin the policy. This is a good place to ensure core principles are addressed so that shelter employees, board members and shelter-seekers themselves understand the theoretical background and good practices that drive the context for policy-making.

Rationale/Purpose:

This is the 'why' of the policy? Why do we need this policy? Why is it important? Adding rationale helps build further awareness of promising practices and philosophies which the policy is built to support.

Women and Gender Equality Canada

Femmes et Égalité des genres Canada

Canada

Policy Statement:

This is the 'why' of the policy? Why do we need this policy? Why is it important? Adding rationale helps build further awareness of promising practices and philosophies which the policy is built to support.

Definitions:

This is a spot for any policies which contain not easily understood terms - these may be defined in the policy to drive understanding and compliance.

Procedures:

This is the 'how-to' of the policy. Are there specific tasks, practices, processes, or steps involved in the work entailed by the policy? These should be clearly articulated as needed here.

Approvals:

Policy Created Date:

Policy Approved By: *Who approved the policy? Signature. Include Board Approval if needed.*

Policy Approval Date:

Policy Revisions: List any significant changes/revisions in bullet points

Policy Revised Date:

Policy Designate/overseen by: Who in the organization is responsible for this policy and for ongoing updates?