Company policy

Review checklist

A company policy is used to establish and communicate the rules, guidelines, and expectations governing the behavior and actions of employees within an organisation. It serves as a foundational document for outlining the company's standards, procedures, and values.

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| **Item** | **Question** | **Guidance notes**  | **Answer** |
| **General provisions** |
|  | **Short form name** | *Use a concise, descriptive "short form name" for this document. The short form name should clearly identify the document type (e.g., Service Agreement, Purchase Agreement, License Agreement, etc.)* |  |
|  | **Data room number** | *What is the data room number of this document? If there is no data room number, then insert "Not applicable".* |  |
| **Substantive provisions** |
|  | **Provide an overview of the company policy** |  |  |
|  | **Describe who the company policy applies to** |  |  |
|  | **Identify or describe the key issues arising from the policies that have been reviewed** |  |  |