**Required Policy Elements Worksheet**

**Purpose**: What are we trying to accomplish with this policy? What gap are we trying to cover? What problem are we trying to solve? What is our objective?

**Applicability** and Audience: To whom does the policy apply? Is there also an audience beyond those who are expected to adhere to the policy?

**Definitions**: What are the key terms used in the policy that will need to be defined for full and consistent understanding?

**Policy** (the policy requirements themselves):

What actions are you requiring to be taken? What rules are you establishing?

This is not intended to be a place for procedures, but for policy (not the ***how*** but the ***what*** and perhaps the ***why***).

**Review and Enactment** is prescribed- who are the stakeholders you will engage in review prior to the review that is required by the Executive Policy Review Group?

**Maintenance Plan** is required and default maintenance is built in as an expiration at 5 years unless rescinded or replaced. What is the plan to review the policy prior to its expiration? Are there other steps envisioned to ensure that it is maintained as meaningful?

**Implementation** **Plan**, including communications is required: What is the plan for communicating to those expected to comply with the policy and to the larger audience? Is there a training element needed to support implementation? Is there also a need for procedures to be developed in support of implementation?

Identification of **Consequences** for failure to comply is a required component of policy elements: What are the consequences envisioned for failure to comply with the policy? This needn’t be an individual employee consequence (though it might be), but it could be a loss of revenue or trust, or some consequence impacting the business unit or enterprise.

**References** to policies or laws that are supported by or reliant on the policy at hand: if you refer to or rely on any other policies or laws, those should be listed as references. Authorities should be listed on the first-page header.

**Equity and Social Justice (ESJ) Impact, Financial Impact, and Climate Impact Review**

Before making substantial progress on your policy- please review the policy for ESJ Impacts, Financial Impacts or Climate Impacts.

**ESJ Impacts**

Are there opportunities through the policy to positively influence equity and social justice? If so, it may make sense to draw attention to that in the policy language or in communications about the policy.

Will the implementation of the policy result in any negative or positive ESJ impacts? If negative, is there something you can do to mitigate that? If positive, is there something you can do to raise awareness about that? Please outline below your plan for addressing any impacts.

**Financial Impacts**

Will the policy result in positive or negative financial impacts (costs or savings)? If so, please address how you will communicate with those most likely to realize those impacts.

**Climate Impacts**

Will the policy result in positive or negative climate impacts? If so, please address how you will communicate with those most likely to experience the impacts. Are there mitigation strategies for the negative impacts? If there are positive impacts, how will you raise awareness about them?