

Writing Your Document

- Consider asking someone not directly involved in the process to draft the document to add perspective and potentially avoid jargon.
- Use precise language and explanations to avoid misunderstandings. For example, if outside cubicle walls are to be kept clear, ensure that means no Christmas lights, cartoons, or even work-related items, such as printouts of analysis grids.
- Decide on consequences or disciplinary actions for breaking policy.
- Verify that your policies are legal. Your legal department or counsel should review any policies to ensure that they adhere to federal, state, or other law, and comply with government and industry standards. Having the legal sign-off on policy can strengthen your position if your policy or compliance ever faces legal or regulatory challenges.
- Send draft for review. Let representatives from all stakeholder groups read documents.
- When applicable, have a compliance or regulatory expert review the final document.
- Obtain final approval from upper management. This person is ultimately accountable for ensuring adherence to policy. For example, for financial policy, obtain sign off of the chief financial officer.