

# POLICY MANAGEMENT

**Policy Number** HQ01EN  
**Effective Date** 13Dec2017

## **4 RESPONSIBILITIES**

**Recycling**

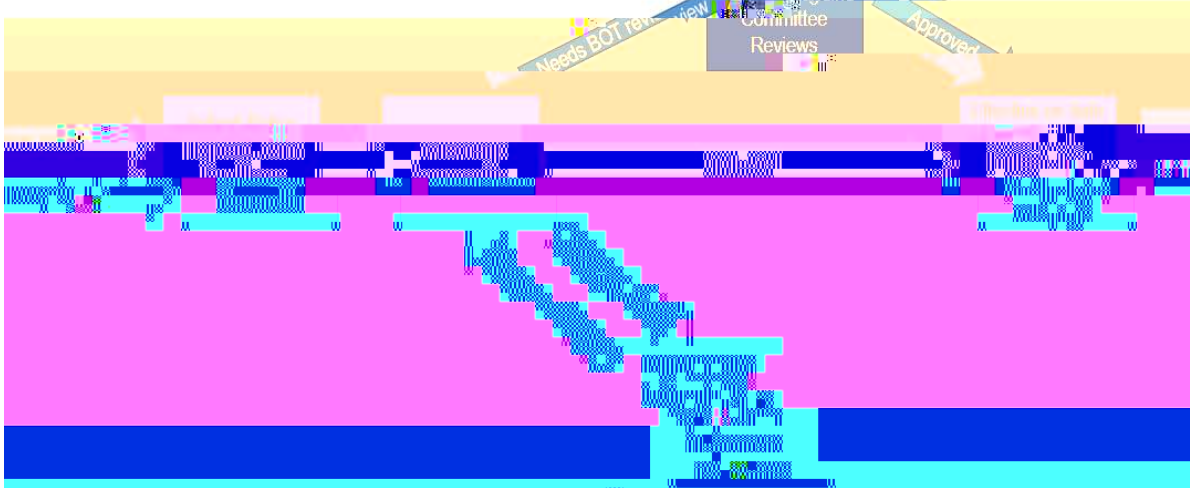
NOVEMBER

JANUARY

BOT or BOT  
Standing  
Committee  
Reviews

Needs BOT review

Approved



# POLICY PROPOSAL FORM

<b>Full Name</b>	
<b>Responsible Office</b>	
<b>Email</b>	
<b>Phone</b>	
<b>Date</b>	
<b>Check One</b>	<input type="checkbox"/> Proposal for new ALP policy (see A below) <input type="checkbox"/> Proposal to revise existing ALP policy (see B below)

**(B) Proposal to revise current ALP policy:**

**Policy name** \_\_\_\_\_

**Policy number** \_\_\_\_\_

**1 REASON FOR POLICY REVISION AND DESIRED RESULT**

Accurately summarize what the revision is meant to accomplish and why.

**2 PROPOSED REVISIONS**

Clearly describe the proposed changes, including new language, deletions, etc.

**3 TIMELINE AND COMMUNICATION/IMPLEMENTATION PLAN**

Describe steps for communicating and implementing the policy, including responsible parties.

**4 ENDORSEMENTS**

Names and signatures of Senior Manager and Leadership Team representatives

**Name** \_\_\_\_\_

**Title** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Name** \_\_\_\_\_

**Title** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

# POLICY RETIREMENT FORM

<b>Policy Name</b>	_____
<b>Policy Number</b>	_____
<b>Full Name</b>	_____
<b>Responsible Office</b>	_____
<b>Email</b>	_____
<b>Phone</b>	_____