**POLICY TITLE**

**Abstract:** *[Include a short description of the policy’s purpose.]*

**Effective Date:** *[If you do not have a specific target effective date for the policy, list TBD and this will be updated after final approval.]*

**Review/Revised Date:** *[For new policies, the review/revised date should be the same as the effective date.]*

**Category:** *[Select one of the categories on the home page of the* [*UAB Policies and Procedures Library*](https://secure2.compliancebridge.com/uab/public/index.php?fuseaction=app.main)*. The Office of Compliance & Risk Assurance can assist you with categorizing the policy.]*

**Policy Owner:** *[The policy owner should be someone at the Vice President level. List a title or position rather than a specific person’s name.]*

**Policy Contact:** *[The policy contact should be someone who is available to answer questions about the policy requirements. List a title or position rather than a specific person’s name.]*

**INTRODUCTION**

Explain why a policy on this subject is important and how it serves the interest of UAB, employees, and/or students.

**SCOPE**

To whom does the policy apply? Who must comply with it?

**DEFINITIONS**

Key words should be defined here. One way to decide if a word should go into this section is to determine if the policy can be understood without knowing the definition of a term. If it cannot, it is a good candidate for this section. Keywords are most often words that are specific to the subject matter. If there is a common word you can use in place of one that a layperson would not understand, choose the common word.

**POLICY STATEMENT**

The policy itself should fall under this heading. (*Consider beginning, “UAB is committed to \_\_\_\_\_.”*)

**PROCEDURES**

Procedures are generally written separately from their parent policies because they evolve more frequently, although there are certain instances in which procedures are so integral to a policy as to be necessary here. If you find that there are numerous steps to be followed and that they must be followed in a certain order, they likely belong in a separate procedure.

**NONCOMPLIANCE**

What are the repercussions of not following this policy? Some policies are based on state and/or federal law; therefore, breaching the policy would be unlawful. Some policies are not based on law; however, not following such a policy could result in disciplinary action up to and including termination of employment. (*Consider standard language, “Confirmed lack of adherence to this policy or established procedures will result in consequences commensurate with the offense, up to and including termination of employment, appointment, student status, or other relationships with UAB.”)*

**IMPLEMENTATION**

Who is responsible for procedures to implement this policy? *(i.e., the title of the person responsible, not the person’s name)* For example, “The Vice President for Financial Affairs and Administration is responsible for procedures to implement this policy.”

**Related Policies and Procedures**

[UAB Enterprise Code of Conduct](https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=101)