

Model Policy Instructions

Using the APSCo Model Policies

The APSCo model policy documents have been colour coded in order to assist you when you customise the policies.

Colour Code	Instructions
Blue text	Should be customised based on your procedure. For example, you might allow your employees to claim expenses for up to 3 months, whereas the Expenses Policy-document says 1 month. Change it to suit your needs.
Yellow highlight	Words and phrases that should be changed to names, titles and places that apply to your business. Yellow highlight has also been used for comments and to mark where additions are suitable.
[APPLY YOUR PROCEDURE]	<p>Means that the whole section or paragraph can be customised or deleted, depending on your procedure. For example, fire procedures are normally very specific and different for every company because of the layout etc. of the company facilities. We recommend you read through the section or paragraph and keep what you think is applicable, add something that you believe is missing or delete the clause if you do not deem it applicable.</p> <p>PLEASE NOTE however, that the content in the policies has been added because APSCo has deemed it useful. Assess carefully before you completely erase a section. The APPLY YOUR PROCEDURE-marking applies from orange main heading to the next orange heading and from dark blue heading to the next dark blue heading and so forth.</p> <p>Please also observe where a policy refers to another policy or document, for example, an employment contract. In those cases, make sure that the contract or policy actually mirror the policy that you are editing. For example: "This information is clearly stated in your employment contract." – ensure that it is.</p>

Checklist

- ☐ Since these documents are guidance only, consider whether you need independent legal advice on your specific needs.
- ☐ Replace [COMPANY NAME] with the name of your company throughout.
- ☐ Amend/delete wording to suit your needs and procedures.
- ☐ Delete any instructions and disclaimers.
- ☐ Insert your company logo or branding as appropriate.
- ☐ Amend the document footer as appropriate.
- ☐ Proof read the document and make any further additions/amendments as appropriate.
- ☐ Save an updated copy of the document for future use.