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| PCC/PARISH LOGO | [NAME OF] Policy |

Document Overview

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| **Purpose** | The purpose of this policy is ……………... This policy applies to all staff with a contract of employment. |
| **Confidentiality** | This document is not confidential. |
| **Document owner** |  |
| **Status note** | Template |
| **Distribution** | All Parish staff. |
| **Required action** |  |
| **Proposed next step** |  |

Version History

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| --- | --- | --- |
| **Version** | **Date** | **Status Note** |
| 1.0 | 29/08/2023 | Template |
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1. Introduction
	1. Introduction to the Policy, why it exists etc
2. About This Policy
	1. This policy sets out ……………………………….
	2. Abuse of this policy…………….. (Input details of the potential outcome of any abuse of the policy)
	3. This policy does not form part of any employee's contract of employment and we may amend it at any time.
3. Header 1
	1. Information
4. Header 2
	1. Information
5. Header 3
	1. Information
6. Header 4
	1. Information
7. Header 5
	1. Information
8. Header 6
	1. Information
9. Header 7
	1. Information