

Guideline #	Guideline Name	History/Revision
A-1	Guideline Creation	June 5, 2018 (Draft)

Purpose

This Guideline provides guidance about the creation of Guidelines by {COMPANY}

Applicability

This Guideline is applicable to all employees, supervisors, managers, and owners of {COMPANY}

Guideline

Guidelines are to be created when and if the need arises for guidance about what employees, supervisors, managers, and owners of {COMPANY} should do in particular situations. Guidelines will be created by managers and/or owners of {COMPANY} with input and feedback from employees and supervisors.

Guidelines shall be created following the below organizational structure;

- Section A: General Guidelines
- Section B: Employee Guidelines
- Section C: Daily Operations
- Section D: Transfer Operations
- Section E: Medical
- Section F: Other