

# Policy And Procedure Manual Templates

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What are the characteristics of good policies and procedure documents? 4 Good policies 4 Good procedures 5 Writing style for policy and procedure documents 5 Design and layout of policy and procedure documents 5 Icon definitions 6 Responsibilities of policy and procedure owners 7 Templates for policy and procedure documents 8

## **SAMPLE CDC POLICIES AND PROCEDURES MANUAL INTRODUCTION**

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IT Policy and Procedure Manual Page ii of iii  
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