WHAT ARE POLICIES & PROCEDURES?

Company policies, which are generally based on laws, regulations and/or contractual obligations, outline how the company addresses a particular risk. Procedures guide employees on how to comply with policies and adhere to best practices.

WHY HAVE POLICIES & PROCEDURES?

- Comply with laws, regulations, contractual obligations, etc.
- Mitigate risk by setting clear expectations for employees
- Reduce variation in approaches to common situations or tasks

OTHER RESOURCES

DII Small Business Toolkit: www.dii.org/featured-tools
Lockheed Martin ESH Policy Summary: www.lockheedmartin.com/en-us/who-we-are/eesh.html

TAKE INVENTORY OF POLICIES:
Review your existing policies and procedures, even those not yet in writing. Considering the ethics and compliance risks to your business, identify any gaps in coverage.

START WITH TEMPLATES:
Download the template policies from the DII Small Business Toolkit. Alternatively, check your customers’ websites for any guidance or resources they may provide.

CUSTOMIZE TEMPLATES:
Edit the content of the templates so they reflect how your company actually operates. Adjust the policies’ format to fit your internal style and update as needed.

FOLLOW AND COMMUNICATE:
Train and communicate with employees to ensure they understand the policies and procedures that apply to them, and why, when and how to ask a question or report an issue.