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.