New Year's Policy Review

Is your policy handbook getting longer and longer? Are you sending a clear message about your company's priorities and expectations?

Use the following table to review all policies and plan a course of action. Rank each criterion from 1-5 (five being a strong score). Keep in mind that each criterion should be considered pragmatically. For example, a policy may identify ownership, but are those designated as responsible ready, willing and able to enforce the policy? Is the ownership carried out in day to day practice?

		Priority			Enforceability			
Policy	Current	Supports Profits	Supports Mission	Supports Culture	Ownership		Total Points	Action Plan



www.substancefreeworkplace.com