Policy Approval & Publication Process

1. Policy written using guidance on the Policy website:
   - Templates
   - Style
   - Good practice
   - Duplication
   - Getting Union approval
   - H&S impact

   Amendments required
   (Originator and Equality & Diversity)

   Originator drafts Policy
   (Originator's Department)

   Policy appears as a Committee agenda item
   (Business Support + Originator's Department)

   Policy is published in Central Policies Repository by Business Support & becomes viewable and searchable in user friendly Website
   (Committee Secretary)

   Is the policy still required?
   Yes
   Does the content require amendment?
   No
   Policy deleted by BSS

   Policy due to expire within 3 months and review initiated by Business Support
   Expiry date amended by BSS and policy republished

2. Go to www.surrey.ac.uk/equality/equalityanalysis for further guidance on how to undertake equality analysis on your policy.

   Originator works with Equality & Diversity and Equality Analysis carried out
   (Equality & Diversity)

   Approved
   Policy completed

3. Should contain the following:
   - Review date
   - Policy Owner
   - Target Audience

4. Usually would appear as a starred agenda item unless in depth discussion merited

5. Policy communication & dissemination would be independently handled by the Originator as per the Implementation Plan

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