

## Procedures for Policy Sign Off/Review

<b>DRAFT</b>	<b>Need identified</b>	
	<b>DRAFT POLICY</b>	Policy is drafted by EMLC AT in accordance with employment law and following current legislation.
<b>EDIT</b>	<b>UNDER DISCUSSION</b>	Policy is shared internally with relevant EMLC AT staff and Trade Union representatives.
		All parties DISCUSS and REVIEW the proposed policy
		Tracked changes indicate any changes
<b>AGREED</b>	<b>NJCNC AGREED / AGREEMENT NOT REACHED</b>	Any final comments can be recorded in the policy to indicate whether the policy was agreed by the Trade Unions.
<b>FINAL DRAFT</b>	<b>FINAL DRAFT</b>	A final draft is produced by EMLC in PDF format to prevent further changes to the policy.
<b>PUBLISHED</b>	<b>RATIFIED and</b>	Policy is ratified by EMLC Strategic Board
	<b>SIGNED OFF for PUBLICATION</b>	Policy is promulgated to all relevant EMLC AT staff.