# Purpose/Scope

Overview of the purpose of the guideline and explanation of the objectives it aims to achieve.

To whom does this guideline apply to? (E.g. staff, Members, Visitors).

In some cases it may also apply to the use of certain electronic devices but not others, etc. which must be clarified.

Include details of any stakeholders who may be exempt from this guidline.

# Definitions

The following table of definitions includes terms and acronyms used in this guideline.

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| Term | Definition |
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## Application

# Revisions

|  |
| --- |
| Document Authorities |
|  | Name | Title | Date |
| Process Owner |  |  |  |
| Reviewer |  |  |  |
| Approver |  |  |  |
| Revision History |
| Revision | Date | Description of changes | Approved by |
| 1.0 |  | Initial Release |  |
|  |  |  |  |