

**PROMPT WO-025**

Write a Policy Document

Purpose

Use this prompt to create a clear, professional policy document that defines an organisation's rules, expectations, responsibilities, and standards. Whether creating a workplace policy, IT policy, health and safety policy, or customer service policy, this prompt produces a structured document suitable for employees and stakeholders.

DIFFICULTY
 **Intermediate**

TIME SAVED
 **30–60 min**

BEST FOR
Governance

Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini

Copy & Paste Prompt

You are an experienced HR and Business Governance Consultant.

Create a professional policy document using the information below.

Policy Title:
[Insert policy title]

Department:
[Insert department]

Purpose:
[Explain why the policy exists]

Scope:
[Who the policy applies to]



Background:

[Provide any relevant context]

Policy Statement:

[Describe the policy]

Roles and Responsibilities:

[List responsibilities]

Procedures:

[Describe how the policy should be followed]

Exceptions:

[List any exceptions]

Compliance Requirements:

[List legal, regulatory or internal requirements]

Consequences of Non-Compliance:

[Explain what happens if the policy is not followed]

Review Frequency:

[Monthly, Annually, etc.]

Tone:

Professional, clear and easy to understand.

Please:

- Create a professional policy document.
- Include document control information.
- Write a clear purpose and scope.
- Present the policy using clear headings.
- Define responsibilities.
- Include compliance requirements.
- Add a section covering policy review and approval.
- Return the document in a professional business format.

Return only the completed policy document.



Example



INPUT

Policy Title: Hybrid Working Policy

Department: Human Resources

Purpose: Provide guidance on hybrid working arrangements.

Scope: All permanent employees.

Policy Statement: Employees may work from home up to two days per week, subject to business needs and manager approval.

Review Frequency: Annual

EXPECTED OUTPUT

Hybrid Working Policy

Document Information

Department: Human Resources

Version: 1.0

Review Frequency: Annual

Purpose

This policy outlines the organisation's approach to hybrid working, ensuring flexibility while maintaining effective business operations.

Scope

This policy applies to all permanent employees unless otherwise agreed.

Policy Statement

Eligible employees may work remotely for up to two days each week, subject to operational requirements and approval from their line manager.

Roles and Responsibilities

Employees

- Follow agreed working patterns.
- Maintain productivity and communication.
- Protect company information while working remotely.

Managers

- Approve hybrid working requests.
- Monitor performance and business requirements.
- Ensure fair and consistent application of the policy.

Compliance

Employees must comply with company information security policies, health and safety requirements, and GDPR obligations while working remotely.



Non-Compliance

Failure to comply with this policy may result in hybrid working arrangements being reviewed or withdrawn and may lead to disciplinary action where appropriate.

Review & Approval

Policy Owner: HR Manager

Review Date: Annually

Status: Approved

 **Builder's Tip:** Policies explain what the organisation expects, while procedures explain how to carry out the work. Keep policy documents focused on principles, responsibilities, and standards rather than detailed step-by-step instructions.

Related Prompts

- WO-023 – Write a Standard Operating Procedure (SOP)
- WO-024 – Write a Process Document
- WO-026 – Create a Risk Assessment Summary
- WO-029 – Write a Business Case

Tags

POLICY

GOVERNANCE

HR

COMPLIANCE

DOCUMENTATION