

Policy Writing Guide

Introduction

Policies and procedures are an important part of governance at the College of New Caledonia (CNC or “the College”). These documents guide employees and students through specific situations, and ensure fairness, transparency, and consistency.

Policies and procedures should be written in simple, easy to read language. When readers understand a policy, they are more likely to follow it.

The difference between policies and procedures

Many policy developers have questions about the differences between policies and procedures. Here is a brief summary of the purpose for each document.

Policies establish guidelines 0.6 (p)11.7 (o)2.8es

We encourage you to read [CNC's Plain Language Guide](#) on the CNC Policy Webpage . This easy-to-read guide explains how to use plain language principles

Follow the policy style guide

All CNC policies and procedures follow the [Canadian Press \(CP\) Stylebook](#). The Communications team and PPSteam both have subscriptions to the online CP Stylebook should you have questions.

Additional [The Style Guide](#) for policies and procedures (C c (e) 5.2.7 (pr) 10) 008 Tm [2M31.64 148.08 0.46 (i5E) 0.8 (h.6 ()) 1.4

If you need more help

The PPSteam is available to provide