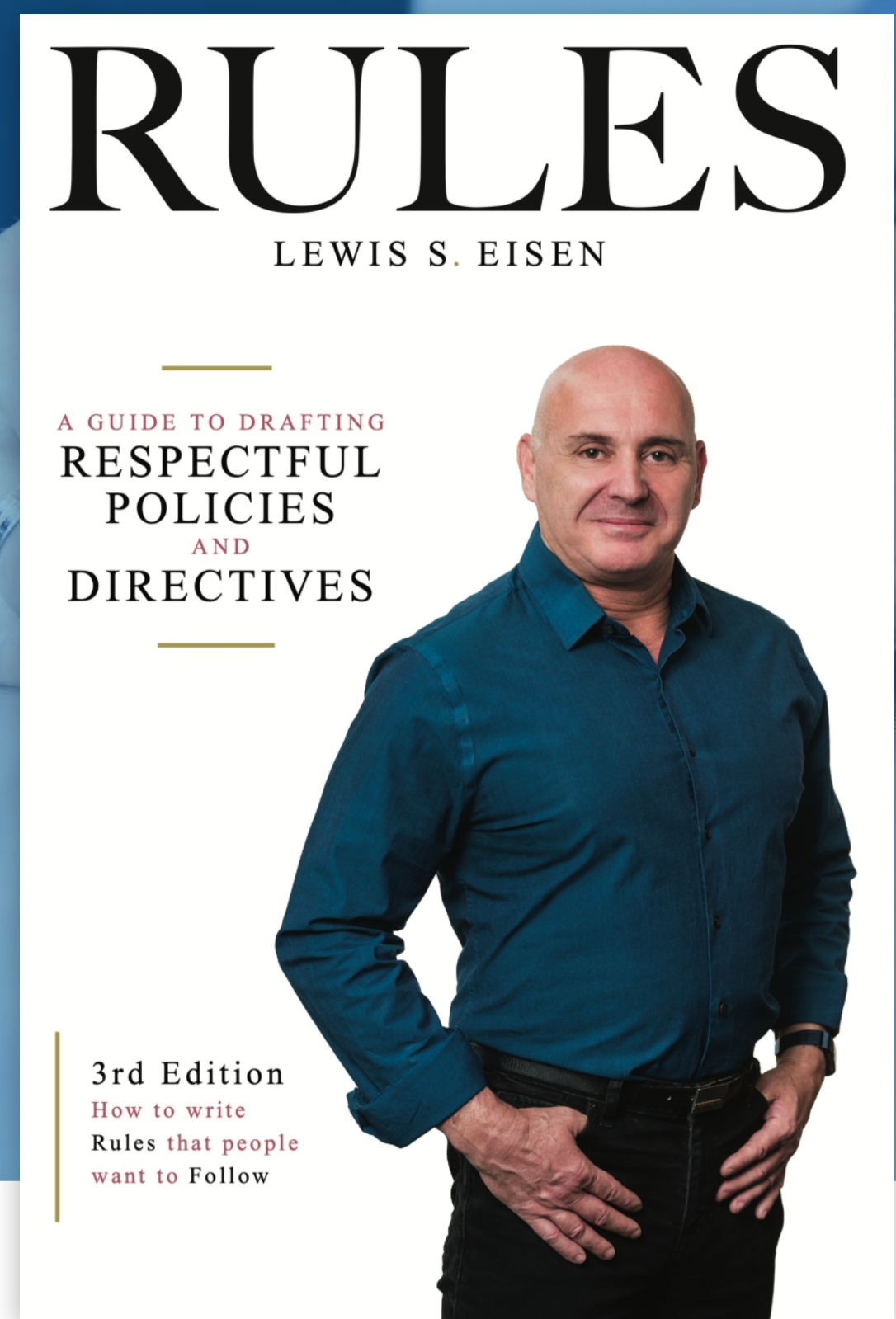
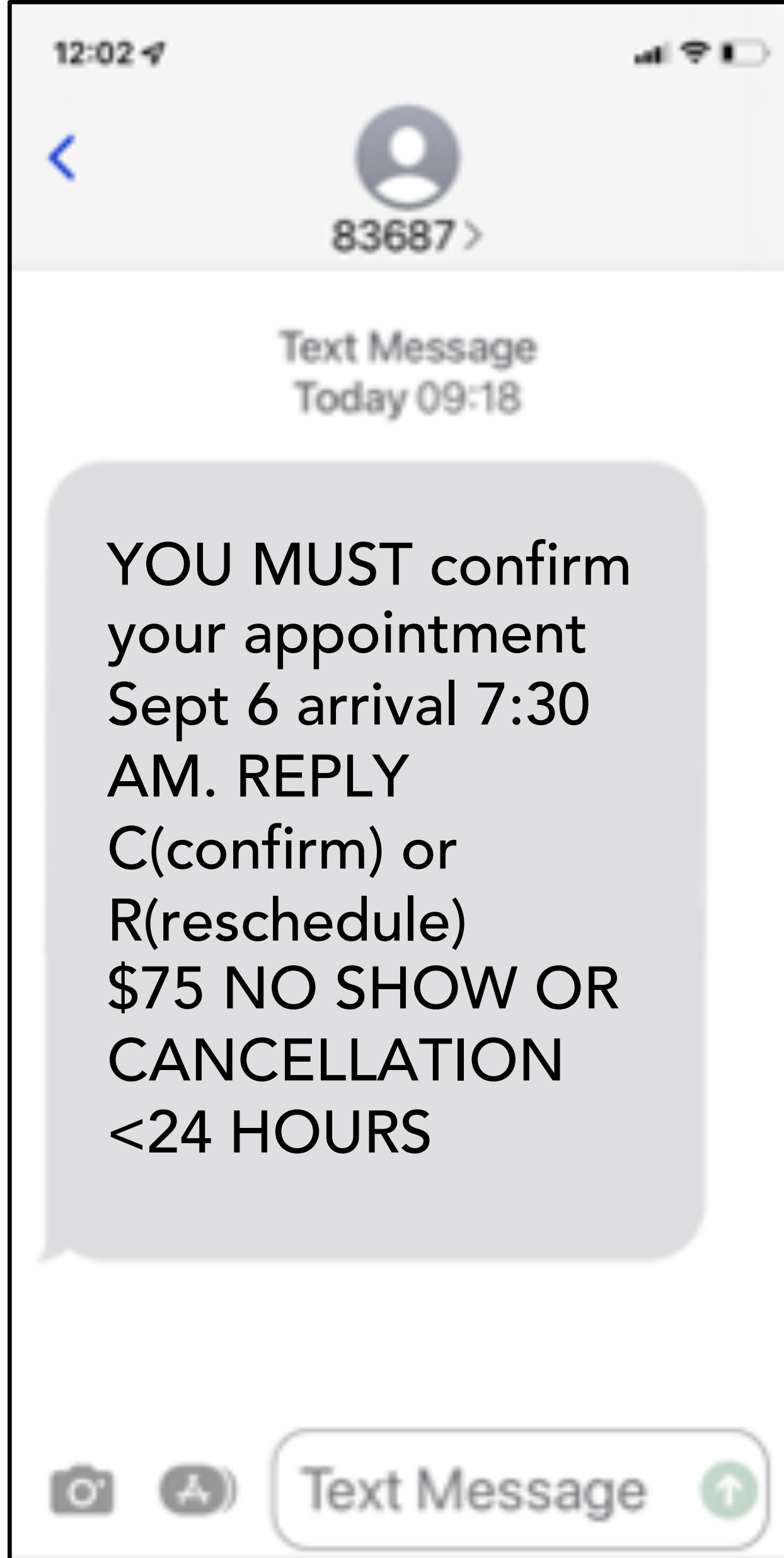


"I **Love** My Organization's
RIM Policies," **said no one.**



LEWIS EISEN
Drafting Perfect Policies™



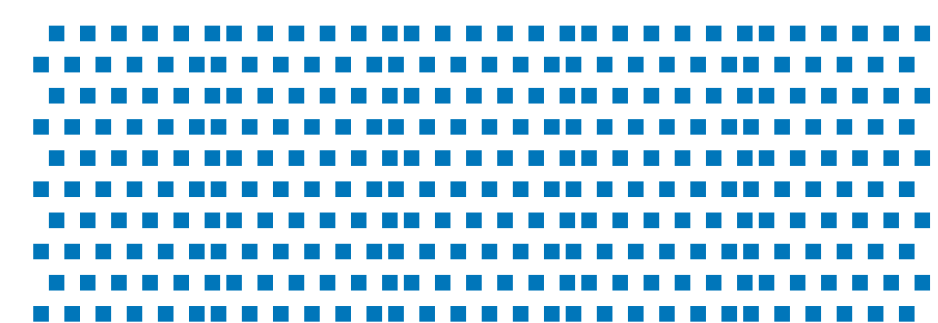




Use of **profanity, verbal threats** or any acts of **agressive behaviour** towards our staff will **NOT** be tolerated.

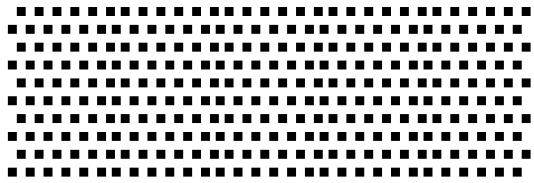
In these situations,
POLICE WILL BE CALLED
and legal action taken





Social Media Policy


Poor wording

It is prohibited for any  employee to use or manage a social media account that is not approved by the Vice-President, Communications.



What can we do

to increase the alignment
between our IM policies and
the kind of corporate culture
we want in the organization



sli.do

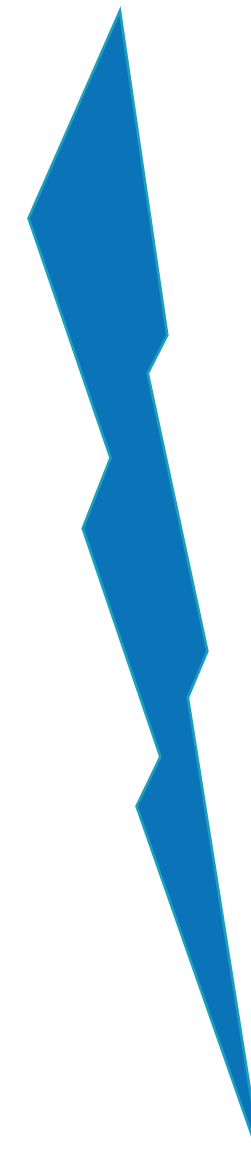
Code: **policy**



Comparison poor vs good

Employee Vacation Policy

All employees must submit vacation requests at least one week in advance. Any request not submitted on time may be refused.



Requests for vacation are considered when submitted at least one week in advance.



Office Policy

Good wording

Working hours are from
9:00 to 17:00.



Illinois

§720 ILCS 5/20 Arson

(a) A person **commits** arson when, by means of fire or explosive, he or she knowingly:

(1) **Damages** any real property, or any personal property...



South Dakota

§22-33-9.1

Any person who **starts** a fire or **causes** an explosion with the intent to destroy any occupied structure of another **is** guilty of first degree arson.

First degree arson **is** a Class 2 felony.



Texas

Sec. 20.03. KIDNAPPING.

(a) A person **commits** an offense if he intentionally or knowingly abducts another person.



Canada

434 Every person who intentionally or recklessly **causes** damage by fire or explosion to property...**is** guilty of an indictable offence and **liable** to imprisonment for a term not exceeding fourteen years.

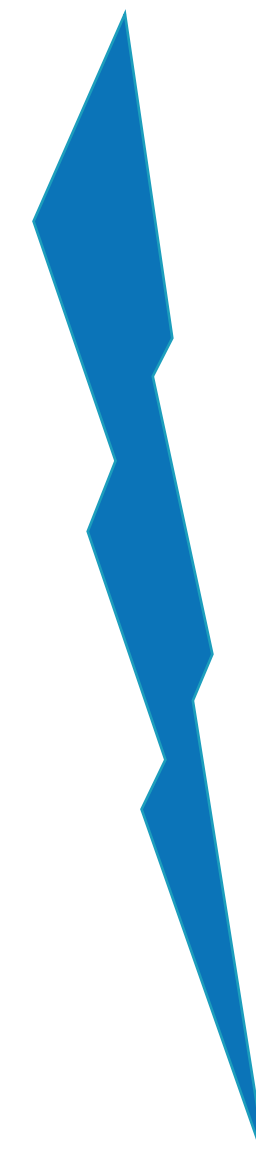




Comparison poor vs good

IMPORTANT

You must be 65 years of age or older to apply for this benefit.



Good news!

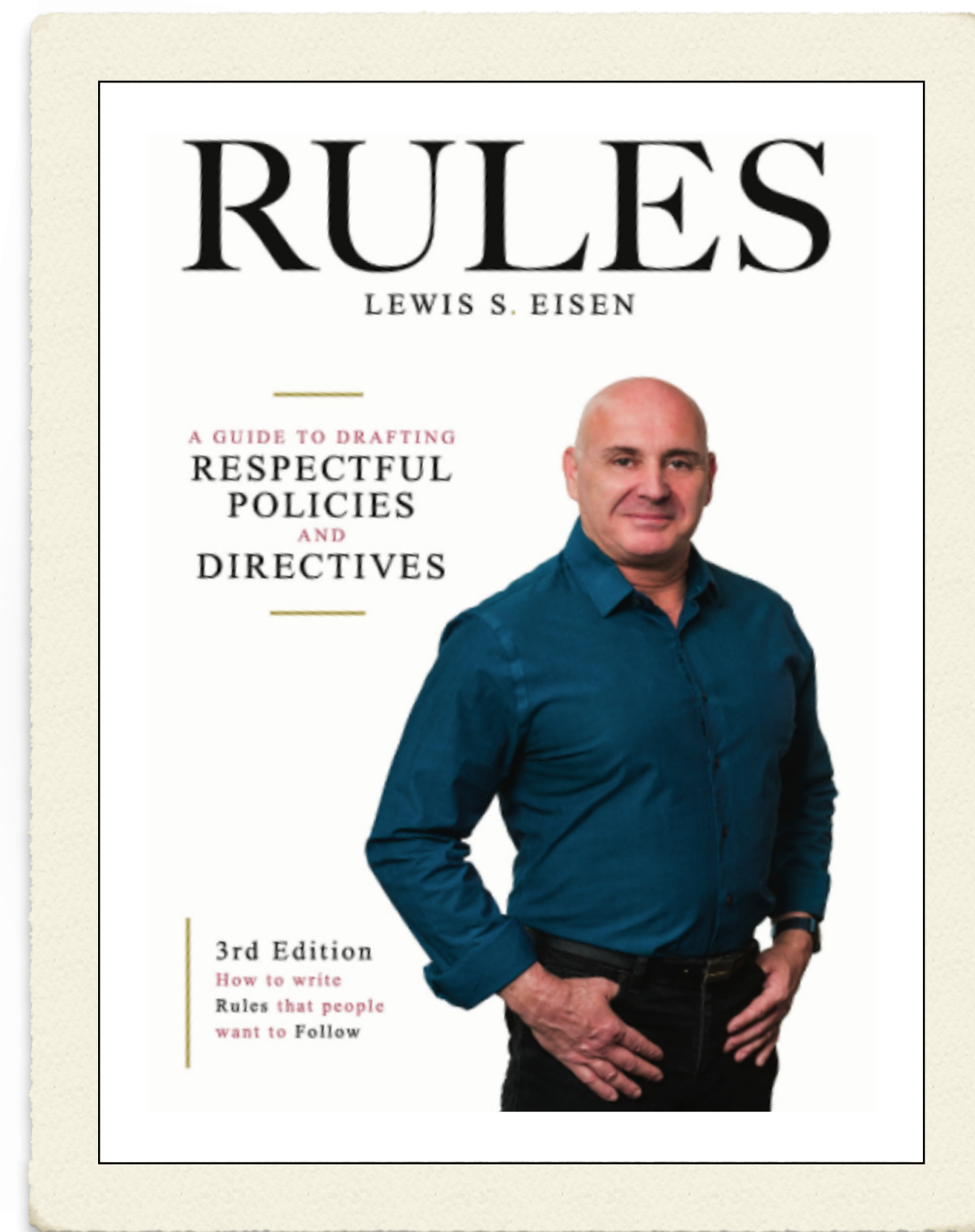
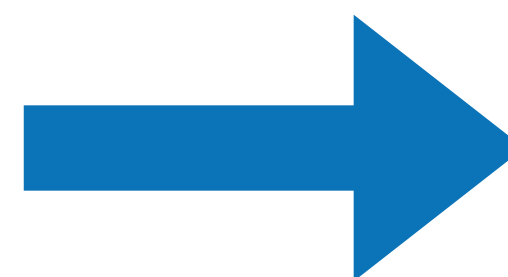
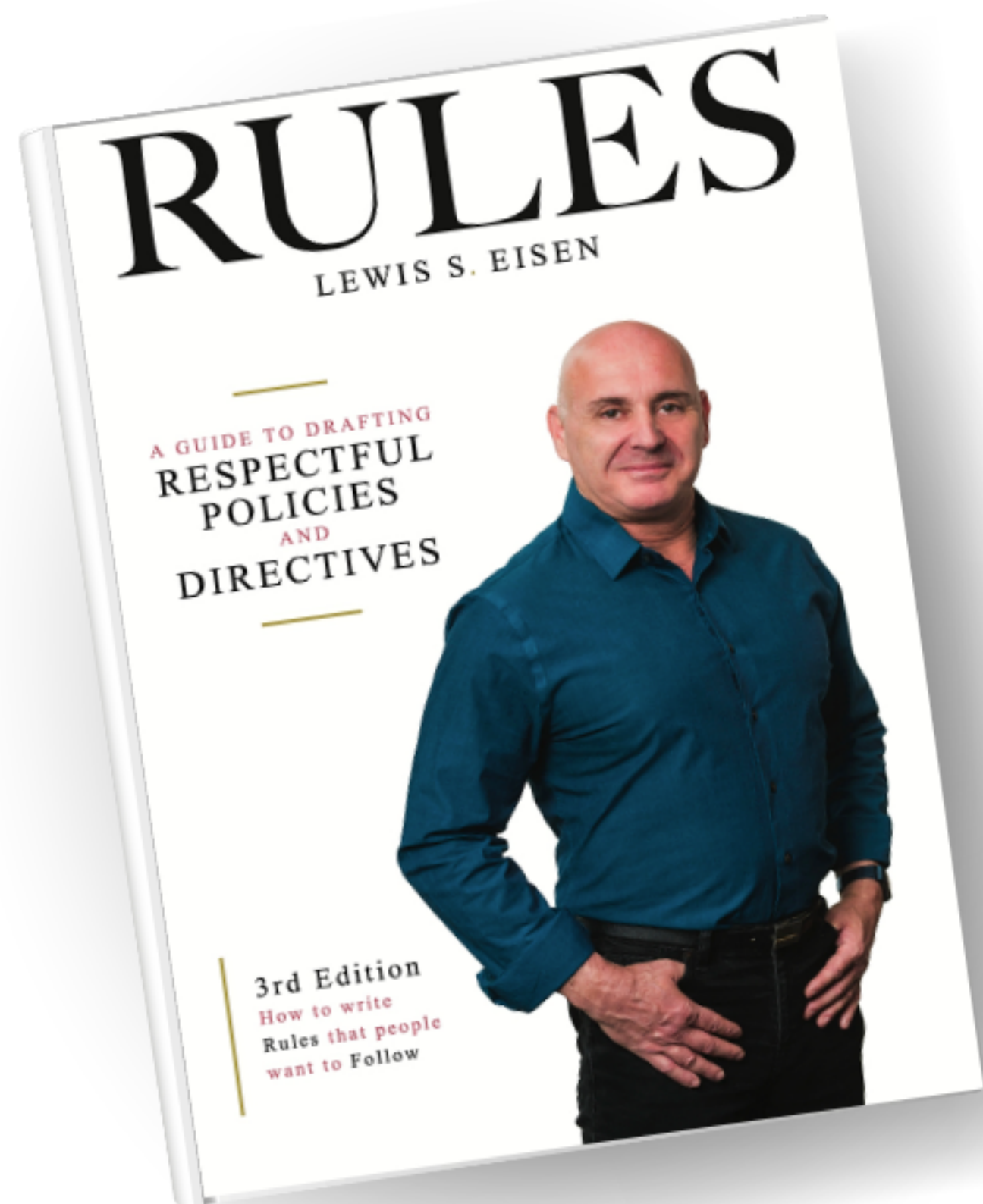
Individuals 65 years of age or older are eligible to apply for this benefit.

This benefit is available to individuals 65 years of age or older.

You qualify for this benefit when you are 65 years of age or older.



Producing the Kindle® Version



Policy on Acceptable Colours

You must use one of the following RGB colours to highlight text.

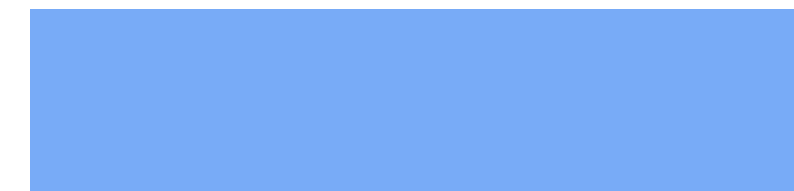
#B97DA0



#C455F2



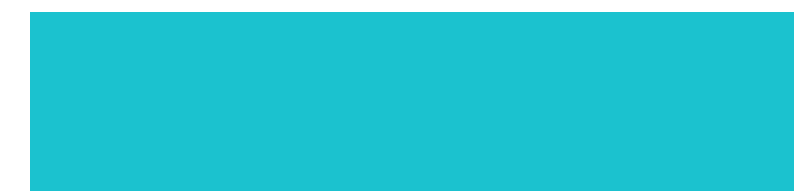
#6698F5



#907F01



#20B7C4



Kindle® Policy on Acceptable Colours

Good wording

When choosing colours for e-books, we conform to W3C recommendations for maintaining a readable contrast ratio between text and background colours.



Technical Explanation

Use the following formula to determine whether a highlight colour is compliant with the policy.

$$Y = (0.2126 * R) + (0.7152 * G) + (0.0722 * B).$$

Acceptable values of Y range from 102 to 153.



Guidance

Here are some examples of colours you can use:

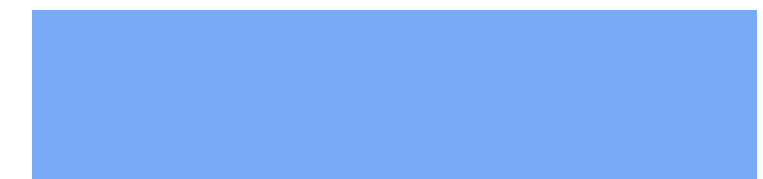
● #B97DA0



● #C455F2



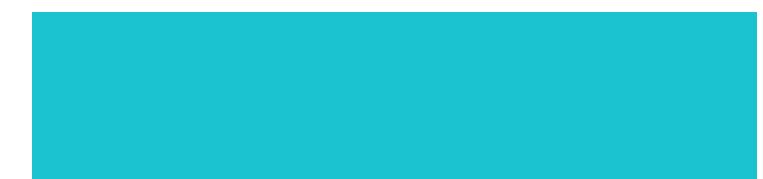
● #6698F5



● #907F01



● #20B7C4





FOUNDATIONAL

VALUES

Principles

Strategies



AUTHORITIES

POLICIES

Standards

Procedures



GUIDANCE

Recommendations

Best Practices

Examples

Training Material





FOUNDATIONAL

VALUES *Inclusion*

Principles *Inclusion over Esthetics / Preference*

Strategies *Accessibility / Usability*



AUTHORITIES

POLICIES *We adopt W3C contrast standards.*

Standards $Y = (0.2126 * R) + (0.7152 * G) + (0.0722 * B)$

Procedures



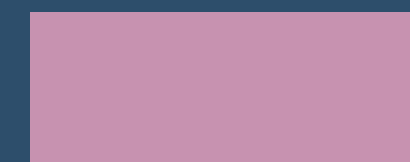
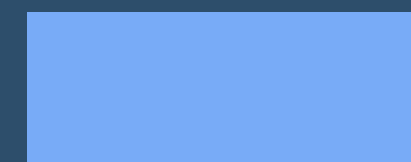
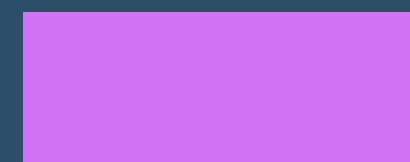
GUIDANCE

Recommendations

Best Practices

Examples

Training Material



Date Format Policy

Dates used in metadata and data fields must be entered in the YYYY-MM-DD format.





FOUNDATIONAL

VALUES

Accuracy Clarity

Principles *Accuracy over preference*

Strategies *Standardization*



AUTHORITIES

POLICIES

We use a single date format across all systems.

Standards *YYYY-MM-DD*

Procedures *Enter the date using the specified format*



GUIDANCE

Recommendations

Best Practices

Examples *2021-11-04*

Training Material



What can we do

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Advanced Policy Drafting Workshop

March 14-16 2023 — 2.5 hours each day

Information <https://lewiseisen.com/wp-content/uploads/2022/12/PolicyWorkshop20220314.pdf>

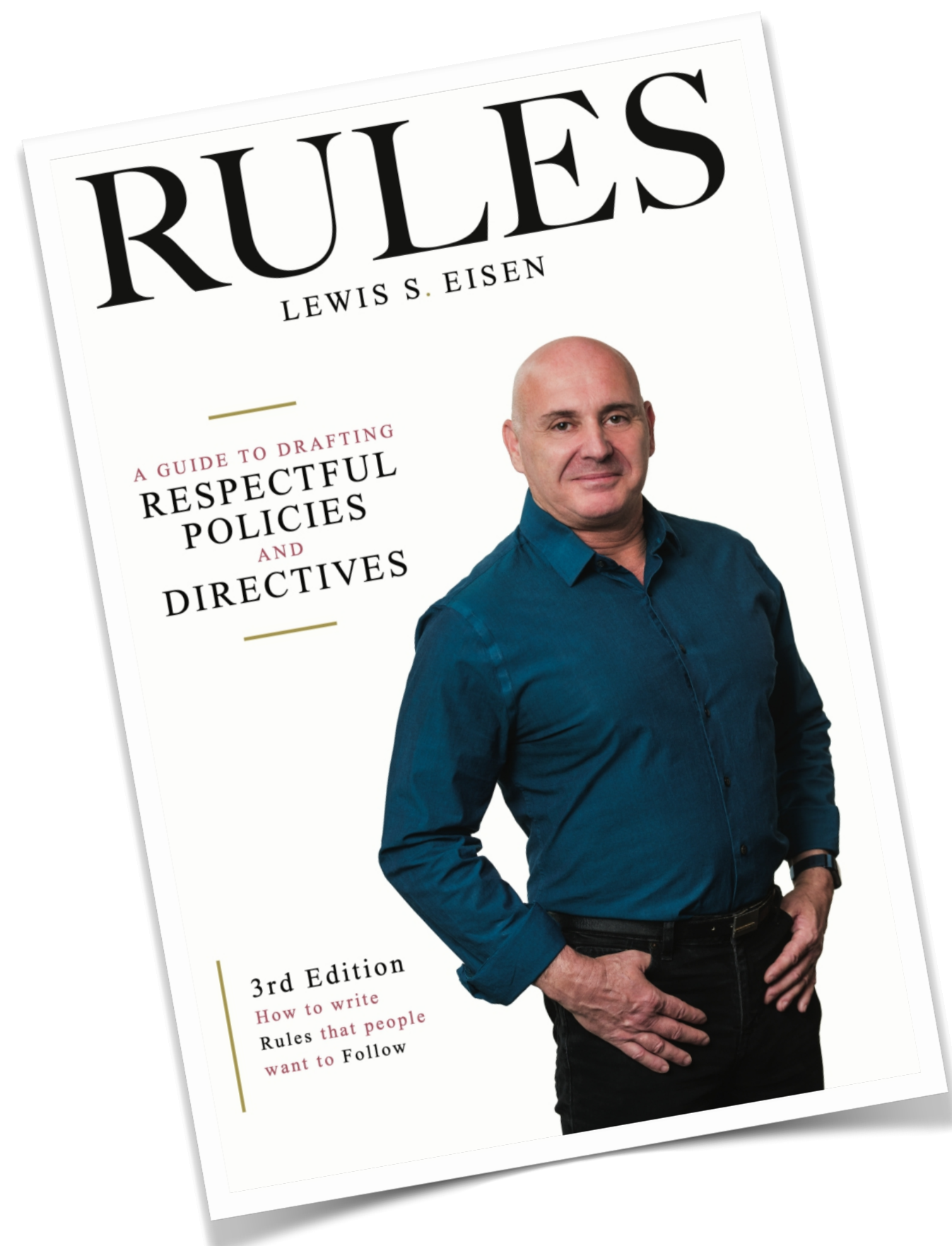
Registration <https://lewiseisen.corsizio.com/c/63a308adc1c5ae2095f50b56>

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