

Basics for the preparation of a policy statement

Why do I need a statement of principles even though there are laws to do so?

- emphasizes the importance of a certain topic for your company and thus increases its importance
- Clarifies the values and norms of your company at a glance
- Provides employees with the necessary orientation to align their own actions with the company's goals
- Creates a binding frame of reference for external and internal partners

What does a policy statement include?

- A commitment to compliance with applicable laws, international standards and, in some cases, a reference to other relevant frameworks
- Focus on the topics most relevant to your business
- Defined goals for the most relevant topics
- Defined responsibilities

What formalities must be observed?

A policy statement can focus on a specific topic area or cover different subject areas. The right form for your company depends, among other things, on your company size, your risk exposure, requirements from management systems or external requirements

- It contains the company logo as well as the current version
- The management commits to the declaration of principles by signing
- The scope of application, e.g. for subsidiaries, must be specified
- Scope of application (for internal, for business partners, etc.)
- Current version status

What do I do with a policy statement?

- Communicate internally and externally
- Integration into mandatory training courses for employees, e.g. for new hires
- It serves as a basis for describing procedures and processes on the basis of which the corresponding topics are dealt with
- Revise regularly