| A close-up of a logo  Description automatically generated | **WCM Administrative Policy and Procedure** | |
| --- | --- | --- |
| **Policy Title** |  |
| **Policy Number** |  |
| **Department/Office** |  |
| **Effective Date** |  |
| **Last Reviewed** |  |
| **Approved By** |  |
| **Approval Date** |  |

# Purpose

# Policy

# Scope

This policy applies to all Weill Cornell Medicine (WCM) workforce members as defined in this policy.

# Definitions

**Workforce Members** – any faculty, staff, students, volunteers, trainees, and other persons whose conduct, in the performance of work for WCM, is under the direction and control of WCM, whether they are paid by WCM.

# Procedure

1. **[Main Section Title]**
   1. **[Subsection Title]**
   2. **[Subsection Title]**
   3. **[Subsection Title]**
2. **[Main Section Title]**
   1. **[Subsection Title]**
   2. **[Subsection Title]**
   3. **[Subsection Title]**

# Compliance with this Policy

# All WCM Workforce Members are responsible for adhering to this policy. Failure to comply will be evaluated on a case-by-case basis and could lead to corrective action, up to and including termination, consistent with other relevant WCM and University Policies.  Instances of non-compliance that potentially involve a lapse of professionalism may lead to engagement of the Office of Professionalism for evaluation and intervention.

# Contact Information

# References

# Policy Approval

# Version History

|  |  |  |
| --- | --- | --- |
| Date | Author | Revisions |
|  |  | Initial draft completed. Original date of issue. |
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Appendix