**BSBSUS501 Develop Workplace Policy & Procedures for Sustainability**

**Task 1 – Three (3) Policy Options Summaries-Template**

**Policy Option 1**: (insert here the main focus of this policy)

**List 2 or 3 main elements/strategies to make this policy work**

**Effectiveness:** (How well do believe this will work – give it a % of success – explain why, describing the difficulties & obstacles the company may face in achieving success)

**Timeframe:** (How long will it take to develop and implement. When do you expect to see results)

**Value-Add**: (Describe how this option adds value to the business. Be specific.)

**Cost to Implement:**

(Briefly mention resources you may need for marketing, communication, training, etc)

**Policy Option 2:** (insert here the main focus of this policy)

**List 2 or 3 main elements/strategies to make this policy work**

1.

2.

3.

**Effectiveness**:

**Timeframe**:

**Value-Add**:

**Cost to Implement:**

**Policy Option 3**: (insert here the main focus of this policy)

**List 2 or 3 main elements/strategies to make this policy work**

1.

2.

3.

**Effectiveness**:

**Timeframe**:

**Value-Add**:

**Cost to Implement**: