

*Keilim Policy Toolkit is an educational platform to provide resources to organizations. Keilim is not a legal document, and your organization needs to take into account all relevant federal, state, and local laws. Because laws vary by state and city, it is essential that you also work with an attorney to ensure that your protocols are legally compliant.*

## **Living Your Policy:**

### **Policy Review and Revision**

Sample Policy Language:

This policy is an evolving document that will be amended over time. Such change enables us to respond to the practical needs of our community. This policy will be reviewed annually by our internal Keilim Committee as well as an outside professional specializing in preventing and responding to harassment and discrimination. If you have questions about the policy or suggestions for improving it, please contact [XX - e.g., any member of the Keilim Committee - list names below].

To be included at the beginning or end of the Policy:

This policy is adopted by \_\_\_\_\_ [Board of Directors] on \_\_\_\_\_

Reviewed by \_\_\_\_\_ on \_\_\_\_\_

Will be re-reviewed on \_\_\_\_\_ by \_\_\_\_\_