

**Business Aviation
Best Practices Series**



POLICY

Best Practice	Elements
Establish leadership and commitment at the highest level of the organization	<ul style="list-style-type: none"> • Make the business case for the policy. • Secure a senior executive commitment. • Identify a board-level sponsor. • Identify internal and external stakeholders. • Review existing governance and compliance requirements (internal and external audit). • Review mission, vision and values of the corporation.
Prepare a policy that is stakeholder-centric	<ul style="list-style-type: none"> • Define the policy goals against analysis of <ol style="list-style-type: none"> 1) internal audit procedure; 2) board level policies • Seek out stakeholders and then assess feedback from all. • Establish metrics to track policy success and compliance. • Obtain board approval of policy and implementation plan.
Embed the policy into the DNA of the organization	<ul style="list-style-type: none"> • Develop a seminar and printed “toolkits” to ensure policy promulgation. • Implement “train the trainers” program. • Track metrics and report regularly to full board.
Engage stakeholders on a regular basis to confirm policy relevance	<ul style="list-style-type: none"> • Identify the policy “ambassador” from outside the flight dept. • Prioritize stakeholders and report out on metrics, compliance and goals achieved. • Refresh policy on a fixed schedule.