

Chart of difference between Policies and Rules

Points of differences	Policies	Rules
Meaning	These are meant for how to do the work.	Rules tell about what to do or not to do.
Nature	These are general and less rigid.	These are specific statements.
Description	These describe what to do under different situations.	It gives the instructions to do the right things and avoid bad things.
Purpose	The purpose of policies is for decision-making and thinking.	The rule is a guide to the behavior of subordinates in the organizations.
Example	The policy of giving admission to students that they have to score more than 60%.	No smoking at working place.