PolicyTech™ Policy & Procedure Management: Localization Workflow Module
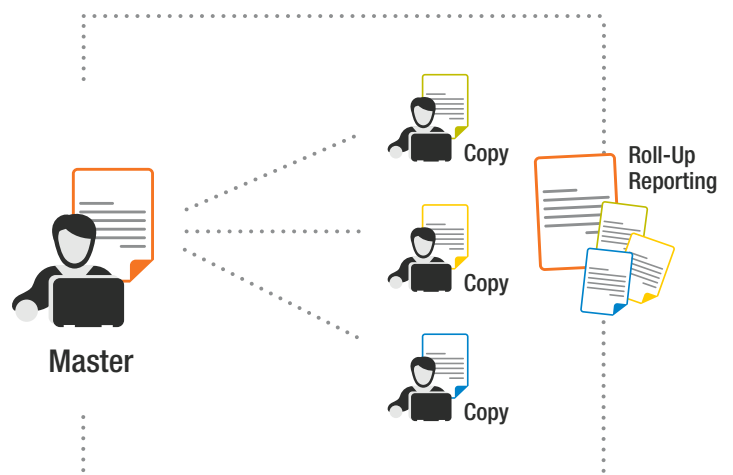
Easily Develop and Distribute Policies Tailored for Specific Languages, Regions or Regulatory Needs

Getting copies of a corporate policy out to thousands of employees in hundreds of facilities—and sometimes in multiple languages—is a monumental task. Reporting across all of those document variations is almost impossible. And what happens when each of those copies needs to be amended to keep up with regulatory requirements for a specific region or division?

Part of NAVEX Global's PolicyTech, the Localization Workflow Module allows users to create language- or regionally-specific versions of a master document. Multinational organizations can ensure compliance in each end user's native language. Organizations with a presence in different locations can customize documents to address regional variations in rules and regulations. With reporting tools that allow for master and copy documents to be reported on together, organizations can easily track corporation-wide compliance against expectations.

The Process

The Localization Workflow Module provides a simple way to manage all versions of a document needed to meet your organization's policy distribution requirements. It allows administrators to create versions of a master document, and distribute those copies to other authors to edit, translate or forward for facility specific review and approval.

Master

Copy

Copy

Copy

Roll-Up Reporting

Example Localization Features :

» Distribution of a master document to relevant authors

» Edit/translate copies and review/approve

» Roll up reporting across copies

The Localization Workflow Module is an optional upgrade for PolicyTech, NAVEX Global's policy and procedure solution. The following are just a few of the included capabilities:

Feature	Benefit
Create Linked Copies of Documents	Create copies of a master document that can be distributed for review and approval independently of the original copy, while staying linked to the master.
Edit/Translate Copies	Edit copies to meet regional regulatory requirements, show site-specific logos and company names and translate versions into different languages for specific employees.
Maintain Master Control of Copies	Modify settings, make task assignments and write localization instructions for each copy from the master document.
Roll Up Assignments/Report on Document Copies	Distribute reading assignments on document copies from the master, including rolled-up attestation reporting.
Notify Copy Owners	Use automatic notification to localized copy owners when the master document is approved and their specific copy is ready for them to take action on.
Automatically Assign Readers to Translated Copies	Automatically assign readers to translated copies in their preferred language.

Is Your Training Aligned with Your Policies?

The Localization Workflow Module is a key element of distributing and managing iterations of a document. But it's just one piece of a much larger compliance picture. Ask one of our compliance experts about how you can create a richer, more interactive experience with your policies by embedding related NAVEX Global's short form Burst Learning online training courseware into your compliance policies or code of conduct to help reinforce the impact of your messages.

ABOUT NAVEX GLOBAL

NAVEX Global's comprehensive suite of ethics and compliance software, content and services helps organizations protect their people, reputation and bottom line. Trusted by 95 of the FORTUNE 100 and more than 12,500 clients, our solutions are informed by the largest ethics and compliance community in the world.

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