



## PolicyTech® Policy & Procedure Management – Foundation: Establish & Manage Critical Policies & Procedures

Today's organizations must certify that employees are aware of code of conduct requirements, industry regulations and ethical behavior expectations. Without documented compliance and consistent communication about these policies and procedures, the organization undermines its core values and creates potential exposure to risk.

Automating your policy management ensures policies are up-to-date and accurate – and enables seamless, traceable collaboration and workflow to increase speed, quality and consistency. Strong policy management programs help reduce organizational risk, create stronger legal defenses and align corporate culture with core values.

### PolicyTech Foundation Solution

PolicyTech Foundation is a software platform built specifically to help your organization establish a strong policy management program by tracking policy changes and attestations through an automated system that mitigates risk.

It is designed to help you manage your most critical policies, procedures or disclosure questionnaires. Users can take advantage of the full certification attestation workflow for these critical documents.

#### Workflow Optimization:

- PolicyTech streamlines the attestation workflow, helps authors create a policy template for consistent formatting, and keeps relevant members of the organization up to date on tasks due and policies approved.

#### Risk Mitigation:

- PolicyTech protects your organization from potential risk. Every attestation is tracked and recorded, clearly demonstrating what individual employees have agreed to. It also documents process improvements and integrates seamlessly with our incident management and compliance training products to help you better manage policy violations and educate employees to prevent future violations.

Automating your policy management program with PolicyTech® Foundation empowers your organization to streamline your processes for distributing key policies, procedures and stand-alone questionnaires. Automatically track attestations and questionnaire responses in a centralized database to ensure you have insights and audit-ready reporting for your entire program.

Feature	Benefit
Mobile-Ready	Our responsive design adjusts to fit your screen, giving you a consistent experience whether accessing the system on your desktop, mobile phone, or tablet.
Automatic Version Control	Once a policy has been approved and updated, older versions are automatically archived with an audit-ready record of writers, approvers and attestations.
Campaigns	Distribute a set of documents for attestation to customizable groups of employees. Groups can be based on location, department, job level or any other criteria you like. Creating collections of documents streamlines the attestation process, making it less work for both the employee and administrator.
Documented Feedback Loops	PolicyTech allows employees to provide instant feedback to policy authors. When integrated with EthicsPoint® Incident Management software, administrators can create a disclosure form or survey, which employees can use to share any concerns or conflicts of interest. The disclosures can feed directly into EthicsPoint, creating a new case for management to investigate.
Simplified Compliance Audits	Policies and procedures can be mapped to the compliance standards they are designed to support. When an auditor looks for policies related to a specific requirement, they can search within the system to see approval dates and who has attested to those policies.
Compatible with SharePoint®	PolicyTech enhances an organization's SharePoint environment with capabilities specific to policy management such as attestation tracking and audit-ready reporting. PolicyTech also integrates with SharePoint, providing federated search functionality to easily locate policies within both systems and several policy management tools available as SharePoint web parts.
Emergency Document Access	Backup your entire library of policies and procedures quarterly, ensuring you have access critical policies and procedures in the case of a power or internet outage.
Multiple Language Options	Give your employees and administrators access to PolicyTech in the language of their preference. Foundation comes in English (U.S. or U.K.) and 3 additional standard languages chosen by you.

## Improve Policies in a Way that Mitigates Your Risk Areas

PolicyTech integrates with NAVEX Global's EthicsPoint® Incident Management system, ensuring your policies are being read, understood and followed. Connect your incident management program to PolicyTech to provide your employees a quick and easy way to tell you about witnessed misconduct while they are reading your policies. For those managing incident investigations, create links back to PolicyTech so investigators can reference corporate policies from within the incident management system.