



PolicyTech® Policy & Procedure Management – Foundation FastTrack

We are in an unprecedented business environment where organizations across the globe are struggling to respond to the COVID-19 epidemic. One key challenge is distributing policies and procedures to workers that are now at home or remote and ensuring that they understand and attest to them. Without documented compliance and consistent communication to your remote employees about these critical policies and procedures, the organization undermines its core values and creates potential exposure to risk.

Automating your policy management program ensures policies and procedures are distributed to your employees efficiently with audit ready attestation reporting. Strong policy and procedure management programs help improve employee productivity and operational consistency, reduce organizational risk, create stronger legal defenses and align corporate culture with core values. It also ensures that newly hired employees are on-boarded more effectively with a fast time to value.

PolicyTech Foundation with FastTrack Implementation Solution

PolicyTech Foundation with FastTrack Implementation is a software platform built specifically to help your organization establish a strong policy management program that enables employee notifications of new documents, tracking of employee attestations and allows employees to search for documents as needed. For critical documents; attestations can be assigned and tracked to mitigate risk. It also has a streamlined implementation to be up and running in under two weeks.

PolicyTech Foundation with FastTrack Implementation is designed to help you distribute your most critical policies, procedures and even questionnaires as a tool to test for comprehension. Users can take advantage of the full certification attestation for these critical documents.

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.

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.
Streamlined Implementation	PolicyTech Foundation FastTrack is designed to be implemented quickly to enable your organization to distribute and track attestations in two weeks or less.
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.
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'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.