



PolicyTech® Policy & Procedure Management – Enterprise: Expanding the Global Reach of Your Policy & Procedures

Organisations with multiple locations and sites face unique challenges when it comes to policy and procedure management. Distributing these critical documents to a global workforce in an efficient and timely manner is a challenge. But those policies may also need to be revised for certain regions based on cultural differences, regulatory considerations, and language dispersions. Managing these complex tasks manually results in policies that are disparate, inconsistent and siloed.

Without a centralised process, your organisation may also be facing both internal and external risks. Ensuring that all your employees have read the most current version of the policies crucial to their role is a mammoth undertaking, especially with branding and language requirements. Employees located in different regions and divisions often do not know or understand all of your expectations, putting themselves and your organisation at risk. And with so many regions and governing bodies to consider, regulations easily go unnoticed policy updates fall through the cracks.

Automating your policy management programme with PolicyTech® Enterprise can empower your organisation to address these challenges. Centralise and modernise your processes for all the critical areas of policy management with a robust tool specifically designed for your global enterprise.

Enterprise comes with 14 standard languages, allowing your employees to access the system in the language of their preference. Automate alerts, track version control, and send out child documents customised for any region, country, or language. Older versions are archived, and every employee has access to the information they need, in the language they can understand. This means less time and money is spent making sure your global organisation is covered.

Tie Your Risk Areas to Policy Improvement

PolicyTech integrates with NAVEX Global's EthicsPoint® Incident Management system, ensuring your policies are being read, understood, and followed. Connect your incident management programme 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.

| 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. |
| Customised Workflow | Administrators can set up required steps so that document creation goes through a consistent process of review and approval. Once a policy has been approved and updated, older versions are automatically archived with an audit-ready record of writers, reviewers, and attestations. |
| Campaigns | Distribute a set of documents for attestation to customisable 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. |
| Globally Optimised | Create language or region-specific versions from master documents and distribute copies to other authors to edit, translate, review or approve. Reporting rolls up into a master document for consistent metrics across the organisation. |
| Multiple Language Options | Give your employees and administrators access to PolicyTech in the language of their preference. Enterprise comes in all 14 standard languages. |
| 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 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 organisation's SharePoint environment with capabilities specific to policy management such as automated workflows, 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. |
| Integrated with Microsoft 365® | PolicyTech's seamless integration with Microsoft 365 enables you to write, review and track changes in the familiar Word environment without needing to download any documents. |
| Multiple Sites | Provide branded documents to multiple sites, with each site offering a custom feel for specific policies and procedures. Along with an easy roll out of documents, attestations can be tracked for every location and rolled up to the organisation headquarters for manager and board presentations. |
| Emergency Document Access | Backup your entire library of policies and procedures weekly, ensuring you have access critical policies and procedures in the case of a power or internet outage. |