



Policy and Procedure Management Software with NAVEX One PolicyTech®

A purpose-built solution designed for compliance

Policies and procedures are the backbone of your organization – they guide your employees and third-parties in how to complete some of the most important activities at your organization. Having the necessary policies and procedures in place, as well as a system to manage compliance with those policies, helps accomplish your organization’s strategic vision while protecting its people, reputation and bottom line.

NAVEX One’s policy and procedure management software, PolicyTech, helps your team manage your most important documents throughout all stages. This purpose-built solution is easy-to-use and ensures the most important content types are automatically distributed to and understood by the necessary groups and individuals. And, when procedures change or policy revisions need to be made, the policy management system can quickly revise and distribute those policies efficiently and accurately.

Give your people on-demand answers to their compliance questions with NAVEX One Compliance Assistant

An AI-driven solution offering instant, secure and accurate responses to policy inquiries ensuring consistent information delivery.

- Real-time policy inquiry responses referencing your documentation – around the clock, from anywhere
- Uniform information dissemination enhances policy adherence
- Simplify employee compliance by making it easier for your team, transforming how your people interact with your compliance efforts, keeping interactions intuitive and inclusive

Proactively manage the policy and content lifecycle

PolicyTech easily creates and automates process for drafting, editing, reviewing, approving, updating, distributing and tracking and renewing policies.

- Fully integrates with Microsoft 365 for document creation and editing within the PolicyTech program
- Scheduled review cycles ensure all content is current and up to date
- Automatically archives previous versions so your workforce will only see the most up to date content

Protect your organization with accountability

PolicyTech protects your organization's reputation by creating a strong audit trail.

- Automatically captures version history and allows comparison between two versions to easily view changes between the documents
- Policy owners can create reading comprehension quizzes to ensure the policies are understood
- Attestation and certification confirm document viewing and comprehension

Promote responsibility and set organizational values

Your workforce can easily access policies and tasks through NAVEX One Compliance Hub

- Enables organizations to scale globally with content localized for specific groups, regions and languages
- NAVEX One Compliance Hub is mobile friendly supporting remote and on-the-go employees

PolicyTech Feature	Benefit
Customized workflow	<ul style="list-style-type: none">• Consistent process for document creation, review, approval with older versions automatically archived• Audit-ready record of writers, reviewers and attestations
Campaigns	<ul style="list-style-type: none">• Distribute a set of documents or compliance tasks to customizable groups of employees• Groups can be based on location, department, job level or any other desired criteria
Emergency document access	<ul style="list-style-type: none">• Backup some or your entire library of documents• Ensures access to critical policies and procedures in case of power or internet outage
Document feedback loops	<ul style="list-style-type: none">• Allows employees to provide instant feedback to authors• When integrated with NAVEX One's EthicsPoint® Incident Management software, questionnaires can be included to help gain insights from employees and file a report if appropriate• Responses feed directly into EthicsPoint, creating a new case for management to investigate
Simplified compliance audits	<ul style="list-style-type: none">• 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®	<ul style="list-style-type: none">• Provides federated search functionality to easily locate policies
Multiple sites	<ul style="list-style-type: none">• PolicyTech can be configured to match your organization's hierarchy – by geography, line of business or entity• The user sync places users in the right place for access to appropriate content based on department, job title or custom attribute• The user experience is available in multiple languages