



# Policy and Procedure Management with NAVEX One PolicyTech

Policies and procedures are vital to ensuring your teams know how to operate, understand organizational standards, and everything in between – they guide your employees and third parties in how to complete some of the most important activities at your organization. We know that managing policies manually can mean outdated versions are saved to desktops, policy attestations aren't tracked, and information can get lost in complicated file structures. A thoughtfully designed solution to create, distribute and track policies helps ensure your team has easy access to critical information.

NAVEX One policy and procedure management software, PolicyTech, helps your team manage your most important documents throughout all stages – from creating and updating to distributing and attesting. This purpose-built solution is easy to use and ensures your most important resources are automatically distributed to and understood by the necessary teams. NAVEX One PolicyTech relieves the headache for administrators and policy creators, while ensuring your teams have easy access to the information they need most.

## Proactively manage your policy lifecycle

Maintain policies in step with revolving demands with NAVEX One – without the need for dedicated staff to keep everything together.

- Write, review, track changes, and approve directly in Microsoft 365
- Map your policies and procedures to the compliance standards they support
- Ensure your documentation covers every corner of compliance across your operations by unifying policy distribution with one solution and process

## Protect your organization with accountability

Align team members and third-party partners with your standards to make sure crucial organizational info doesn't get lost in emails and attachments.

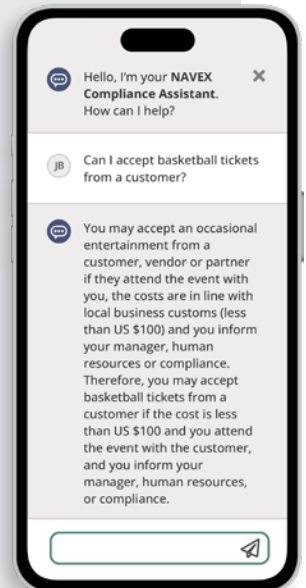
- Streamline your third-party auditing with clear attestations for specific compliance requirements

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

An AI-driven solution offering instant, secure, and clear answers referencing your documents – around the clock, from anywhere.

NAVEX One Compliance Assistant brings you:

- An easy way to simplify your risk and compliance policies for your people
- Maintained chat threads for context-aware compliance conversations
- A more human learning experience, using AI-based natural language processing



- Eliminate access concerns with secure third-party logins
- Share multi-language compliance policies with your teams
- Make finding and completing compliance tasks easier with a single portal for employee compliance task management

## Promote responsibility and set organizational values

If accessing and reading policies feels tedious for your teams, it'll be harder to gain buy-in. With pocket-friendly policies, compliance awareness and policy attestations can be as intuitive as logging into a laptop.

- Cater to global operations with custom groups by location, department, job level, and more
- Create an auditable database of policy records including completion data, signatures, documents viewed, and version history
- Capture audit-ready visibility into attestations, making your processes ready for compliance checks any time
- Engagement analytics mean you're consistently collecting information on where to improve

