POLICY SAFE

END-TO-END POLICY MANAGEMENT & COMPLIANCE SOLUTION

Ensure your company policies and procedures are **delivered**, **understood** & **auditable**.

A dynamic policy delivery, tracking and monitoring solution.

Policy-Safe is an innovative browser based tool that will enable your organisation to effectively manage the creation, delivery and monitoring of key company policy documents such as recruitment guidelines, employment contracts, induction procedures, health and safety policies, QA and compliance procedures to name just a few.

Policy-Safe is particularly useful where evidence of regulatory or legislative compliance is required for either HR or training functions. As well as providing an end-to-end policy system, **Policy-Safe** delivers industrial strength monitoring and access reports which can be used to provide non-contentious evidence in the event of a claim for non-compliance.

Policy-Safe can help you in four simple ways:

Step 1
Policy-creation

Create new policies or convert existing polices into online versions.

Step 2
Administration and delivery

Update and amend policies quickly and easily including version control. Assign different policies to different business or user groups. Disseminate new policies quickly and easily including automated refresher notifications.

Step 3
Tracking and Assessment

Systematically track user access and create time-stamped records. Include simple QA assessment to confirm understanding and identify knowledge gaps.

Step 4
Auditing and Reporting

Collate comprehensive individual or company wide data and produce detailed reports on-demand. Schedule regular reports to be emailed to senior managers.

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KEY FEATURES:

A dynamic policy delivery, tracking and monitoring solution.

Desktop requirements

- Microsoft XP operating system.
- Microsoft Internet Explorer 6.0 or later.
- JavaScript enabled in browser.
- Minimum 1024x768 resolution screen.

Policy Creation Service

- Create new policies or upload existing documents.
- Create a central library of policies and resources.
- Browser-based text editor.

Policy Management

- Policies reviewed and updated online.
- Policy version control.
- Assign different policies to different user groups.

Policy Communication

- Deliver new policies and record delivery and acceptance.
- Automatic alerts for new policy content.
- Schedule delivery and access to policies.

Policy Understanding

- Confirm delivery and acceptance of policies.
- Provide access to e-learning content to support understanding.
- Automate refresher courses.
- Ensure users have read, understood and accepted key legal and regulatory compliance policies.

Policy Life-Cycle

- Streamline creation, management and administration of all policies.
- Automate many Policy Life-Cycle functions and reduce effort.
- Improve policy consistency, validity and version control.

Policy Audits and Reports

- Produce detailed audit trails of delivery and acceptance.
- Deliver scheduled management reports via email.
- Provide detailed reports to auditors, regulators and other third-parties.
- Provide time-stamped, non-contentious evidence in the event of a claim for non-compliance.

Additional Features

- Conduct surveys to assess knowledge and understanding.
- SCORM-compliant technology provides integration with other e-learning content.
- Integrate with existing HR systems.
- Customisable solution with ability to configure technology, reports etc to individual client requirements.
- Outsourced managed solution.

Return on Investment

- Significant savings against traditional policy creation and dissemination systems (Print, HR effort, education and training, reporting).
- Competitively priced against similar policy management solution.
- Potential cost-savings in the event of claims for non-compliance.