

POLICY & PROCEDURE MANAGEMENT

Cloud-based System Establishes a Simple, Standard System for Managing Policy & Procedure Lifecycles

ProcessUnity's Policy and Procedure Management solution establishes a simple, standard system for administering policy lifecycles, certifying communications, assessing performance, and managing exceptions and issues. A cloud-based application, ProcessUnity gives everyone in your organization, regardless of location, direct and immediate access to the policies and procedures they need to fulfill their obligations in accordance with your standards.

Policy Lifecycle Management: Streamline Writing, Reviews and Changes

Many enterprises warehouse their policies in digital repositories. But like the three-ringed binders they replaced, these libraries are static, unable to facilitate authoring, encourage distribution, or control policy versions.

ProcessUnity's Policy and Procedure Management solution is a dynamic system that facilitates effective action:

- **Authoring and approval workflows** move policies along the authoring chain—from human resources to legal, compliance, operations, and others—to secure the edits and approvals necessary to achieve alignment with enterprise objectives.
- **Version controls** simultaneously remove ambiguity and record policy history. By always surfacing the latest version, the platform ensures consistency across the enterprise. By maintaining date stamps on all previous versions, internal and external auditors have documented evidence of what policies have been in place at what times.
- **Automated policy collection** centralizes policy locations, provides easy and rapid access to documentation, and actively maps policies to their relevant rules and regulations.
- **Collect feedback** through links soliciting input that can provide “bottom up” insights for bringing policies and procedures more effectively in line with operations.

Certification: Distribute Policies, Document “Read & Understood”

Document libraries collect required policies, but automated certification proves those policies have been distributed, read and understood by all necessary parties. The ProcessUnity Policy and Procedure Management solution includes certification tools that help you:

- **Manage “read and understood” evidence** collected within the software, complete with audit trails that document policy distribution.
- **Easily configure and edit multiple personnel lists** grouped by teams, business units, functions, and more.
- **Produce reports on completion status and push reminders/escalation alerts** on incomplete certifications.

Assessment: Bring Changes Under Control

Businesses change, regulations change—and policies are obligated to change with them. The Policy and Procedure Management solution helps enterprises stay on top of changes with:

- **Annual policy review and assessment alerts**, distributed to policy owners, that anticipate deadlines and promote timely action.
- **Regulatory change and control assessments**, using tools that link regulations to policies, and help policy managers push change requests to policy managers, and track change status.

Personal dashboards provide administrators with a complete view of Policy and Procedure Management activities.



