MarocAgency — Policy Review & Governance Procedure

Version: 1.0

Effective Date: 2025-12-03

Approved by: Executive Board / Compliance Manager

1. Purpose

Establish a structured process for reviewing, updating, approving, and versioning all internal policies — ensuring governance, accountability, and continuous alignment with business needs and regulatory requirements.

2. Scope

Applies to all internal policies, procedures, guidelines, standards, and documentation maintained by MarocAgency (data retention, confidentiality, access control, backups, development guidelines, vendor policies, etc.).

3. Review Cycle & Triggers

- **Standard review:** annually.
- **Ad-hoc review:** triggered by significant events — e.g. regulatory changes, security incidents, service offerings changes, audit findings, major organizational changes.

4. Review Process

1. **Preparation:** Policy owner proposes updates, collects feedback, identifies regulatory or business changes.
2. **Draft Update:** Create draft with tracked changes, highlight additions or removals.
3. **Approval Workflow:** Draft reviewed by Compliance Manager, Security Manager, relevant department heads; major changes reviewed by Executive Board.
4. **Versioning & Archiving:** Assign new version number & effective date; archive previous version; record change log (what changed, why, who approved).
5. **Communication & Acknowledgment:** Distribute updated policy to all staff and require formal acknowledgment (e.g. digital sign-off or confirmation).
6. **Training & Awareness:** If changes affect security, data handling, or procedures — run training sessions or awareness campaigns.

5. Documentation & Historical Record

- Maintain full archive of all versions in secure storage.
- Keep change log files for audit and traceability.
- Track acknowledgments and who accepted policy changes, with date/time.

6. Enforcement & Compliance

- Policies are binding for all employees, contractors, vendors, and third-parties working with MarocAgency.
- Non-compliance may result in disciplinary actions up to contract termination or legal consequences (if relevant).
- Compliance team conducts random audits to ensure enforcement.

7. Roles & Responsibilities

- **Policy Owners (Department Heads):** propose updates, gather feedback, implement changes.
- **Compliance & Security Manager:** coordinate reviews, enforce versioning, manage archive and acknowledgments, handle training.
- **Executive Board / Management:** approve major policy changes, allocate resources, ensure company-wide compliance.
- **All Staff / Contractors / Vendors:** read updated policies, sign acknowledgment, comply with requirements.