

## Realize Significant Value with an Automated Policy & Procedure Management System

**1,100 HOURS**

### DELIVERY & ATTESTATIONS

What if your administrators could save this much time sending out documents across your organization, ensuring signoff and audit-ready reporting?

**46 HOURS**

### DOCUMENT SEARCHABILITY

What if your employees could find any document in seconds with a simple search, reducing this much time wasted looking for critical documents?

**250 HOURS**

### DOCUMENT LIFE CYCLE MANAGEMENT

What if your policy and procedure writers could easily craft documents, request inputs, edits and approvals, saving valuable time through automated version control workflows?

**AUTOMATING YOUR POLICY PROCESS IS ESTIMATED TO SAVE YOUR ORGANIZATION**

**\$49,471 DOLLARS**

**TOTAL DOLLARS SAVED  
IN YEAR ONE**

**UNLIMITED**

**TOTAL DOLLARS SAVED**

mitigating risk through an audit-ready policy and procedure management program

**2x**

Return on Investment by Automating Your  
Policy and Procedure Management Process

In addition to the time and money saved by your organization, implementing an effective automated policy management system provides uncalculated benefits to your organization. Minimize the risk of litigation and liability, ultimately protecting your PEOPLE, REPUTATION, and BOTTOM LINE.

**REQUEST PRICING FOR POLICYTECH**  
Policy and Procedure Management Software

## THE BUSINESS CASE FOR AUTOMATED POLICY AND DOCUMENT MANAGEMENT SOFTWARE

Not having effective policies and procedures is akin to sending your employees out on a treasure hunt without a map or instructions. Without knowing where they are going or the best way to get there, valuable time and resources will be wasted. PolicyTech® Policy and Procedure Management provides the following key benefits for improving efficiencies, reducing cost and minimizing risk to your organization through litigation and liability.



### AUTOMATE

By automating your workflow process, you're saving time and resources in all four areas of the policy management life cycle.

Improve efficiencies in the document creation and review process, eliminate redundancy through consistent templates, deliver policies directly to your employees and track their attestations automatically.

### ACCESS

Easily locate all policies and procedures on any mobile or tablet device.

Gone are the days of thumbing through binders or old emails to locate a particular document. Whether your organization has one site or numerous locations spread out around the world, our robust search and browse capabilities allow employees to easily locate in seconds any policy or procedure that is relevant to them. Seamlessly create language, country or site-specific documents that all tie back to a parent document for reporting.

### ACCOUNTABILITY

Regulatory bodies requires policies and procedures that are relevant, consistent, and tracked.

Automated policy management helps organizations keep up with constantly changing regulation. Employees attest to having read and understood the policies and procedures, with an automatic audit trail tracking. And the automated workflow process keeps everything in an easy cycle to update and revise policies whenever necessary.

### AUDIT TRAIL

Ultimately, an automated policy management program provides an audit trail that will protect your organization should any potential issues arise. PolicyTech automatically tracks who has viewed the documents, who has attested to having read the document and stores the results from any quizzes that are created for comprehension.

With automatic archiving on all versions of a document, employee signatures are stored with each version at the time they were reviewed, providing more thorough reporting and support for audits.

## INCREASE SAVINGS BY UTILIZING MULTIPLE DEPARTMENTS

Other than your Code of Conduct, which is your most impactful policy, have you ever really put pen to paper to list out the many different policies, procedures and important documents that are floating around your entire organization? For example:

- ✓ IT server security protocols
- ✓ Lab safety measures
- ✓ Nursing and other hospital procedures
- ✓ Quality and accreditation documents
- ✓ Processes for safely shutting down heavy machinery

Any department needing to write, refresh and ensure signoff on these types of documents can save time cost to the organization by leveraging an automated tool.

|             |  |                                  |
|-------------|--|----------------------------------|
| Your Inputs | # of employees in your organization                                  | 1,100                            |
|             | # of policies & procedures that your organization currently manages  | 100                              |
|             | # of policies that require sign-off by employees annually            | 10                               |
|             | What is your current system for managing your policies & procedures? | Content System (e.g. SharePoint) |

Having an effective policy and procedure management program is only one part of an effective E&C program. Please contact NAVEX Global to find out more.

