

# FantaCo Enterprise: Contract Reviewer Analyst Policy & Procedure Manual

## Version 1.0

**Effective Date:** June 18, 2025 **Approved By:** FantaCo Legal Department & Senior Management

### 1. Introduction and Purpose

This Policy and Procedure (P&P) Manual outlines the roles, responsibilities, and standardized processes for the Contract Reviewer Analyst position within FantaCo Enterprise. Its primary purpose is to:

- Ensure efficient, consistent, and thorough review of all corporate contracts.
- Mitigate legal, financial, operational, and reputational risks associated with contractual agreements.
- Promote compliance with all internal FantaCo policies, as well as applicable laws and regulations.
- Facilitate clear communication and collaboration between the Contract Reviewer Analyst and various internal stakeholders.
- Support timely execution of contracts while safeguarding FantaCo's interests.

This manual is a fundamental resource for all Contract Reviewer Analysts and serves as a living document, subject to regular review and revision.

### 2. Scope

This manual applies to all individuals performing the duties of a Contract Reviewer Analyst, regardless of their department or reporting structure, within FantaCo Enterprise. Adherence to these policies and procedures is mandatory.

### 3. Key Principles of Contract Review

Contract review at FantaCo Enterprise is guided by the following principles:

- **Risk Mitigation:** Proactively identify and address potential legal, financial, operational, and compliance risks.
- **Accuracy & Completeness:** Ensure all contractual terms are accurate, complete, unambiguous, and reflect the agreed-upon business terms.

- **Compliance:** Verify adherence to FantaCo's internal policies, legal requirements, industry standards, and regulatory obligations.
- **Efficiency:** Conduct reviews in a timely manner without compromising thoroughness, to facilitate business operations.
- **Collaboration:** Work effectively with internal departments (e.g., Legal, Finance, Procurement, Sales) to understand context and ensure alignment.
- **Confidentiality:** Protect sensitive and proprietary information contained within contracts and during the review process.

## 4. Key Policy & Procedure Sections (Examples)

### 4.1. Contract Intake and Assignment

**Policy Statement:** All contracts requiring review will be submitted through the designated FantaCo Contract Management System (CMS) and assigned to a Contract Reviewer Analyst.

- **Purpose:** To ensure a centralized, auditable, and efficient process for managing contract review requests.
- **Scope:** All FantaCo departments initiating or receiving contracts, and all Contract Reviewer Analysts.
- **Procedure:**
  1. **Submission:** Initiating departments (e.g., Sales, Procurement, HR) will submit contract drafts or proposals via the FantaCo CMS. All required intake fields (e.g., contract type, counterparty, estimated value, key business terms, urgency) must be completed.
  2. **Initial Triage:** The CMS administrator or a designated lead analyst will perform initial triage to ensure completeness of submission and assign the contract to an available Contract Reviewer Analyst.
  3. **Acknowledgement:** Upon assignment, the Contract Reviewer Analyst will acknowledge receipt within 4 business hours within the CMS.
  4. **Priority Designation:** The urgency of contract review (e.g., Standard, Expedited, Urgent) will be determined by the submitting department and approved by the lead analyst, with Urgent requests requiring immediate attention.
- **References:** FantaCo Contract Management System User Guide.
- **Approval Date:** June 18, 2025
- **Revision History:** None

### 4.2. Contract Review Process & Standards

**Policy Statement:** Contract Reviewer Analysts will conduct comprehensive reviews of contractual documents against established FantaCo standards, checklists, and legal parameters.

- **Purpose:** To ensure all contracts are aligned with FantaCo's strategic objectives, acceptable risk tolerance, and compliance framework.

- **Scope:** All Contract Reviewer Analysts.
- **Procedure:**
  1. **Initial Read-Through:** Review the entire contract for general understanding, identifying contract type, parties, effective dates, and primary obligations.
  2. **Checklist Adherence:** Utilize the relevant FantaCo Contract Review Checklist (e.g., Sales Contract Checklist, Vendor Agreement Checklist) to systematically evaluate key clauses.
  3. **Key Areas of Review:**
    - **Legal Compliance:** Identify any clauses that may violate laws, regulations, or FantaCo's legal guidelines (e.g., data privacy, intellectual property, anti-bribery). Flag items requiring Legal Department input.
    - **Financial Terms:** Verify pricing, payment terms, currency, tax implications, and revenue recognition against financial policies. Flag items for Finance Department review.
    - **Risk Assessment:** Identify and assess liabilities, indemnities, warranties, limitations of liability, and termination clauses. Propose modifications to mitigate identified risks.
    - **Operational Feasibility:** Ensure terms are operationally executable by relevant FantaCo departments (e.g., delivery schedules, service levels, technical specifications).
    - **Internal Consistency:** Check for contradictions or ambiguities within the contract itself.
    - **Term & Termination:** Verify clear start/end dates, renewal options, and termination rights/obligations.
  4. **Redlining/Comments:** Propose changes using tracked changes and comments within the contract document (e.g., Microsoft Word, Google Docs). All comments must be clear, concise, and reference the specific FantaCo policy or risk addressed.
  5. **Initial Recommendations:** Provide a summary of findings and recommendations to the initiating department, highlighting critical issues requiring attention.
- **References:** FantaCo Legal Guidelines for Contracts, FantaCo Financial Policy Manual, FantaCo Risk Management Framework.
- **Approval Date:** June 18, 2025
- **Revision History:** None

#### 4.3. Communication and Collaboration

**Policy Statement:** Contract Reviewer Analysts will maintain open and effective communication channels with all relevant stakeholders throughout the contract review lifecycle.

- **Purpose:** To ensure all parties are informed, address concerns promptly, and facilitate efficient resolution of contractual issues.
- **Scope:** All Contract Reviewer Analysts and FantaCo personnel involved in contracts.
- **Procedure:**

1. **Stakeholder Identification:** Identify all internal stakeholders relevant to the contract (e.g., Legal Counsel, Finance Manager, Department Head, Project Manager).
  2. **Clarification:** Proactively seek clarification from the initiating department regarding business context, specific requirements, or ambiguous terms.
  3. **Escalation for Expertise:** Refer specific legal, financial, or highly technical clauses to the appropriate expert department (e.g., Legal Department for enforceability, Finance for complex revenue recognition) as per Policy 4.5.
  4. **Feedback Loop:** Provide constructive feedback on contract drafts and proposed changes. Be prepared to explain the rationale behind recommendations.
  5. **Meetings:** Participate in contract review meetings as required to discuss complex issues or negotiate terms.
- **References:** FantaCo Internal Communication Guidelines.
  - **Approval Date:** June 18, 2025
  - **Revision History:** None

#### 4.4. Documentation and Record Keeping

**Policy Statement:** All contract review activities, communications, and final versions will be meticulously documented and stored within the FantaCo CMS.

- **Purpose:** To maintain an accurate audit trail, support compliance, facilitate historical reference, and protect FantaCo's interests.
- **Scope:** All Contract Reviewer Analysts.
- **Procedure:**
  1. **CMS as System of Record:** The FantaCo CMS will serve as the primary system of record for all contract review activities.
  2. **Version Control:** Ensure all contract drafts, redlined versions, and final executed documents are uploaded to the CMS with proper version control.
  3. **Review Notes:** Document all significant findings, proposed changes, stakeholder communications, and rationale for decisions directly within the CMS or linked documents.
  4. **Execution Records:** Upload fully executed contracts, including all signatures and attachments, to the CMS immediately upon receipt.
  5. **Retention:** Adhere to FantaCo's data retention policies for all contract-related documentation.
- **References:** FantaCo Data Retention Policy, FantaCo Contract Management System User Guide.
- **Approval Date:** June 18, 2025
- **Revision History:** None

#### 4.5. Escalation Procedures

**Policy Statement:** Issues falling outside the Contract Reviewer Analyst's authority or expertise, or unresolved disputes, will be escalated according to defined departmental hierarchies.

- **Purpose:** To ensure complex or high-risk issues receive appropriate attention from senior management or specialized departments.
- **Scope:** All Contract Reviewer Analysts.
- **Procedure:**
  1. **Legal Escalation:** Any clauses deemed legally ambiguous, non-compliant, or high-risk (e.g., significant indemnity, uncapped liability) that cannot be resolved through standard redlining will be immediately escalated to the FantaCo Legal Department.
  2. **Financial Escalation:** Issues related to non-standard payment terms, significant financial risk, or complex revenue recognition outside of policy will be escalated to the FantaCo Finance Department.
  3. **Operational Escalation:** Terms that are operationally unfeasible or require significant resource allocation beyond standard capacity will be escalated to the relevant Department Head or Project Management Office (PMO).
  4. **Dispute Resolution:** If the initiating department and counterparty cannot agree on terms after the analyst's review and proposed revisions, the matter will be escalated to their respective departmental leads for further negotiation or decision.
  5. **Documentation of Escalation:** All escalations, including the issue, parties involved, and resolution, will be documented in the CMS.
- **References:** FantaCo Organizational Chart, FantaCo Legal Department Guidelines.
- **Approval Date:** June 18, 2025
- **Revision History:** None

#### 4.6. Confidentiality and Data Security

**Policy Statement:** Contract Reviewer Analysts will strictly adhere to FantaCo's confidentiality and data security policies when handling all contractual information.

- **Purpose:** To protect sensitive company information, trade secrets, and third-party data from unauthorized access, disclosure, or misuse.
- **Scope:** All Contract Reviewer Analysts.
- **Procedure:**
  1. **Access Control:** Access contractual documents only as required for the performance of duties. Do not share access credentials.
  2. **Information Handling:** Do not store contract documents or sensitive information on local drives or unapproved cloud storage. All work must be conducted within secure FantaCo-approved systems (e.g., CMS, secure network drives).
  3. **Non-Disclosure Agreements (NDAs):** Adhere to the terms of any applicable NDAs related to specific contracts or projects.
  4. **Reporting Breaches:** Immediately report any suspected or actual breaches of confidentiality or data security to the IT Security Department and your direct supervisor.

- 5. **Secure Disposal:** Ensure proper and secure disposal of any physical or temporary digital copies of confidential contract materials according to FantaCo's data destruction policies.
- **References:** FantaCo Information Security Policy, FantaCo Data Privacy Policy.
- **Approval Date:** June 18, 2025
- **Revision History:** None

## 5. Review and Revision Process

This manual will undergo a comprehensive review at least annually, or more frequently as necessitated by:

- Changes in applicable laws, regulations, or industry best practices related to contract management.
- Updates to FantaCo's internal policies (e.g., Legal, Finance, Procurement).
- Feedback from Contract Reviewer Analysts or other relevant departments.
- Identified process inefficiencies or risk areas.

Proposed changes will be routed through Legal Department leadership, relevant departmental stakeholders, and ultimately approved by FantaCo Senior Management. All approved revisions will be communicated to affected staff and updated in the official digital P&Ps system.

## 6. Glossary and Definitions

- **CMS:** Contract Management System
- **Counterparty:** The other party to a contract (e.g., vendor, client, partner).
- **EHR:** Electronic Health Record (Used in other FantaCo divisions, not directly applicable here, but context from previous docs)
- **NDA:** Non-Disclosure Agreement
- **P&Ps:** Policies and Procedures
- **PHI:** Protected Health Information (Used in other FantaCo divisions, not directly applicable here)
- **PMO:** Project Management Office
- **Redlining:** The process of marking proposed changes or comments on a document during review.
- **Risk Mitigation:** Actions taken to reduce the likelihood or impact of a potential negative event.
- **Stakeholder:** Any individual, group, or organization that has an interest in or can be affected by the outcome of a contract.