



## Executive Summary

### The Benefits

Reduce the risk of damage to reputation & financial loss

Provide evidence of Best Practice & Compliance

Reduce Costs

### The Background

Every organisation faces an ever increasing volume of Regulations that they are required to adhere to. Each new piece of Corporate Governance, Best Practice or Compliance Legislation forces businesses to review processes, which in turn generates changes to Corporate Policies & Procedures.

The challenge faced by Senior Management is not only to disseminate the regulatory information in a timely manner – and distribute to those employees who must be made aware of them – but also to ensure that the recipients read and most importantly understand the content of the revised Policies.

Traditional methods of distribution, such as paper based Policies & Procedures Manuals, Corporate Intranet and/or Email, simply cannot address these requirements. Furthermore they are unable to provide an analysis of the status of compliance and understanding throughout an enterprise.

### The Solution

CONFORM™ automates the process of collaborative creation, dissemination, versioning, audited electronic delivery and understanding measurement of Corporate Policies and Procedures. Once a Policy or Procedure has been created, the intended recipient will be automatically notified by email or by SMS alert for example, that a new document is available within CONFORM. They will be provided with a link to view it in tamper proof PDF format.

The recipient will then be asked to confirm that it has been read, and where appropriate, to take an online test or examination (which is automatically scored) to ensure that the contents have been understood. Real time auditing monitors all actions, and in the case of inaction, may trigger pre-defined escalation procedures. CONFORM provides online access at any time to the library of updated Policies required by an Employee to effectively fulfill his or her role.

CONFORM helps to reduce the risk of damage to reputation and financial loss; to provide evidence of Best Practice and Compliance; and to reduce costs.

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