

Policies and Procedures Management

Reduce the risk of damage
to reputation & financial loss

Provide evidence of Best
Practice and Compliance

Reduce costs



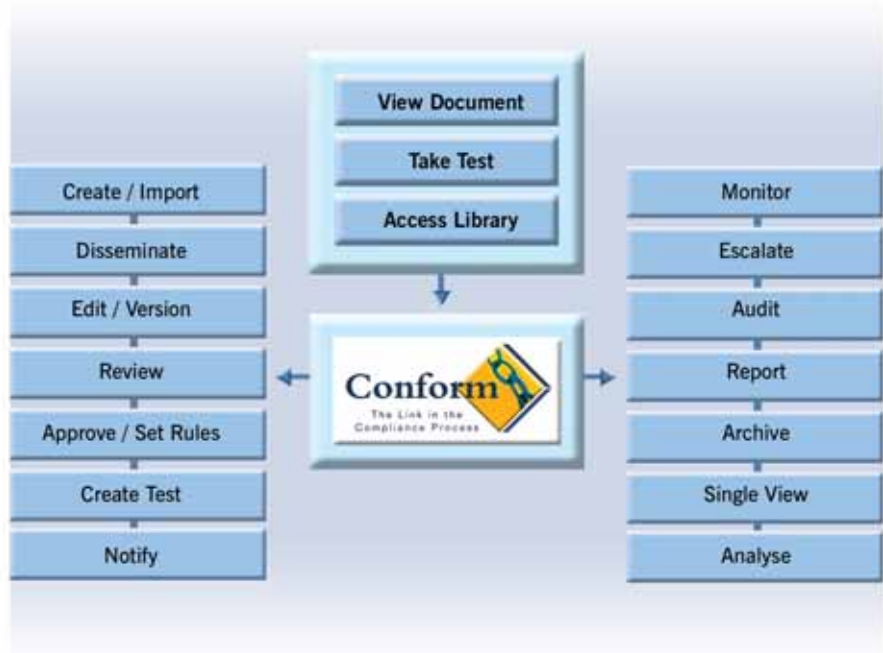


Changes to Legislation & Regulations WILL affect your organisation

The continual growth in Legislation and constant changes to Regulations means that all organisations face ever increasing compliance demands. Banks, Insurance Companies, Financial Institutions, Pharmaceutical Companies & Life Sciences, Airlines and others are all heavily Regulated; The Public Sector are subject to constant change in Policy from Central, State or Federal Government; and any Company with either an EU or US listing will face similar, growing compliance and corporate governance pressure.

Creation, dissemination and distribution of new Policies & Procedures as a result of new Legislation and/or changes to Regulations has historically been achieved by using a combination of methods. These include making amendments to Staff Handbooks and Policy & Procedures Manuals, sending email communications and, more recently, the extensive use of the Corporate Intranet. Posting important changes to a Policy in the hope that Employees will read and implement them is no longer sufficient!

In these days where improved Governance is mandatory, the challenge is to be absolutely certain that the right people within the organisation have received the very latest version of the Policy or Procedure in a timely and secure manner, that they have read and actually understood the content - and that you can provide evidence of that fact.



AML - Anti Money
laundering

Clinical operations

Gramm-Leach-Bliley

health & Safety/ISO

Internet/Email Policies

KYC - Know your customer

SEC/FRB regulations

CONFORM™ - the foundation for Compliance, Better Governance and Best Practice

CONFORM™ automates the process of collaborative creation, revision & approval, audited electronic delivery and understanding measurement of Policies & Procedures throughout the enterprise.

Audited secure delivery of tamper proof Policies & Procedures (or training videos) coupled with understanding measurement, means that you can be certain that the correct version of the information has been delivered to and received by the right Employee - and more importantly that the content has actually been understood.

Employees' understanding and affirmation of Statutory Compliance and Internal Policies and Procedures, may be measured using the on-line testing facilities which include automated scoring, re-testing and escalation. This provides Managers with the ability to accurately measure the knowledge level throughout the organisation and to recommend additional action such as periodic employee training, to mitigate risk.

CONFORM™ employs business rules based on read confirmation, timed events and/or pass rates which may be configured to guarantee that reading and understanding of important notices are completed within pre-defined criteria. Integrated workflow ensures that automated reminders are issued or pre-determined escalation procedures are invoked if actions are not completed.

On line access to Policies and Procedures which apply to each individual or group is available at all times and a full audit trail and secure archiving combine to deliver a total Policies and Procedures Management solution.

CONFORM™ provides the absolute certainty and proof to conclusively demonstrate to Regulators, Auditors and Board Members that Statutory Compliance and Internal Policies and Procedure best practices are accurately deployed, communicated, understood and implemented.



[Basel II](#)

[CPA - Comprehensive
Performance Assessment](#)

[Freedom of Information](#)

[HIPAA](#)

[ISO/BSI Standards](#)

[MiFID](#)

[Sarbanes Oxley](#)

[and many more.....](#)



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