



# Policy & Procedures Lifecycle Management

## Audited e-delivery of Policies, Procedures, Compliance Documents, Training Content, Questionnaires and Surveys to new and existing employees.

CONFORM™ automates the process of creating, maintaining and communicating corporate Policies & Procedures. It provides a single solution for review, audited electronic delivery, read confirmation, knowledge assessment and detailed management reporting. This ensures that the right content has been received by the right person, read, and understood.

### Key benefits:

- Provides evidence of Best Practice & Good Governance
- Reduces Risk of reputational damage and potential Tribunal costs
- Ensures Employee understanding and compliance through flexible on-line knowledge assessment
- Reduces cost of manual processes and employee induction
- Supports Training & Competency
- Flexible Questionnaires & Surveys with response reporting
- Provides automated Policy review dates and reminders
- Provides access to personalised library in real time
- Version control ensures only the current Policy is in force
- Archive of historic Policies
- Provides full Audit, and on-demand & scheduled Reporting



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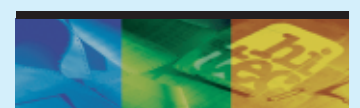
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