

It is a system that creates legally binding guidance that employees have read, understood, and agreed to the policy.

Importance of the Policy Management System

Organizations must implement effective policies, processes, and controls to address new policy issues while continuing to comply with the organization's legislative and regulatory requirements. Policies and procedures must be available, up-to-date, properly detailed, and auditable and amendable to be easily read and understood by employees. Organizations must follow these policies in order to demonstrate compliance and demonstrate strong governance. The system allows the policy management lifecycle to be tracked from its inception until it is fully handed over to the administrators, ensuring the highest levels of compliance with the policy and avoiding risks to the organization and employees.

Benefits of the Policy Management System



Reducing expenditures associated with policy management.



Demonstrating that the user understands and agrees with the Policy.



Reducing the use of paper policies.



Improving employee performance.



Strengthening corporate governance.



Simplifying processes and audit controls easily.



Organizing the censorship controls.



Archiving policies securely.



Delivering policies in multiple forms.

Features of the Policy Management System

-  Creating and updating policies easily.
-  Administering policies clearly.
-  Distributing the policies to the relevant users.
-  Determining the status and reasons for non-compliance.
-  Following up user feedback.
-  Using multiple languages.
-  Ensuring that users understand the Policy.
-  Using online signatures to authenticate actions.
-  Exporting detailed management reports.
-  The possibility of integration with LDAP and AZURE systems.
-  The possibility of integration with other systems, for example: e-learning.
-  Supporting live chat, scheduled meetings and direct calls.

Policy Management System Life Cycle

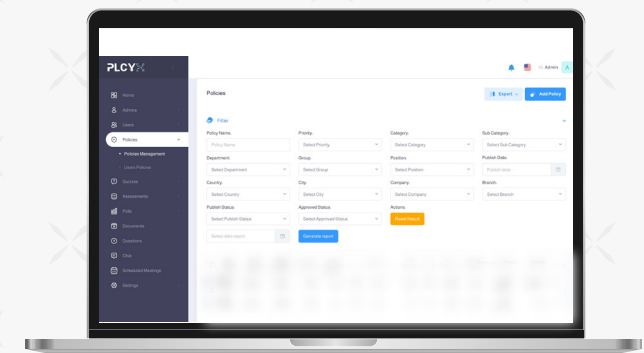
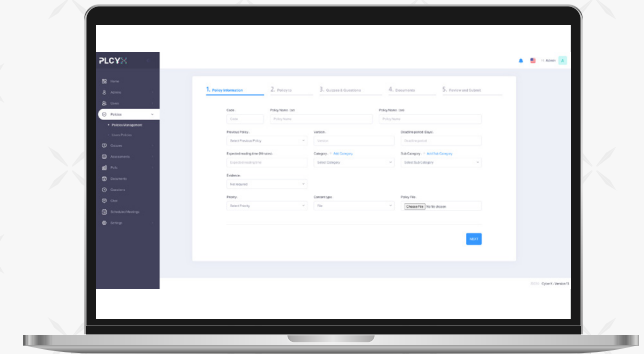
Create

The policy is created in the system in **5** stages by the admin with the authority to create and track policies, and they are:

- **Policy information:** It is general information about the policy, in addition to the type and form of the policy, as the policy can be added in more than one form: motion graphics, infographics, and others.
 - **Policy to:** It is the information about the people who receive the policy, such as department, position, etc., in addition to the admins responsible for tracking the policy.
 - **Quizzes and Questions:** It is determined whether there is a policy quiz or not, and accordingly employees are evaluated through it.
 - **Documents:** These are additional files to the policy that users can view as an additional reference to the policy, and they are in several forms, such as an image, audio, or others.
 - **Review and dispatch:** The time and date of publishing the policy and the status of publication are determined with approval.
- The policy, poll and assessment can be published in this way.

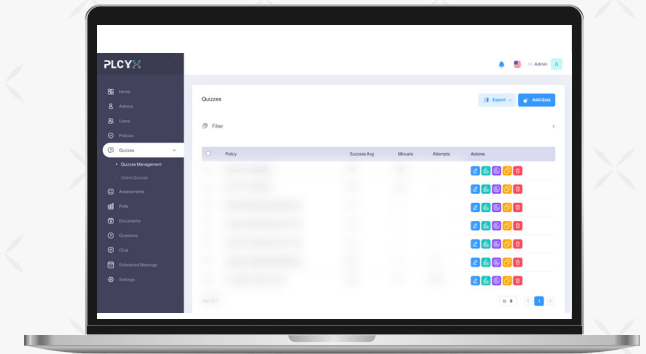
Publish

When the policy is published, it is sent to the concerned employees to know the policy and its details, and all the details of the policy can be easily tracked.



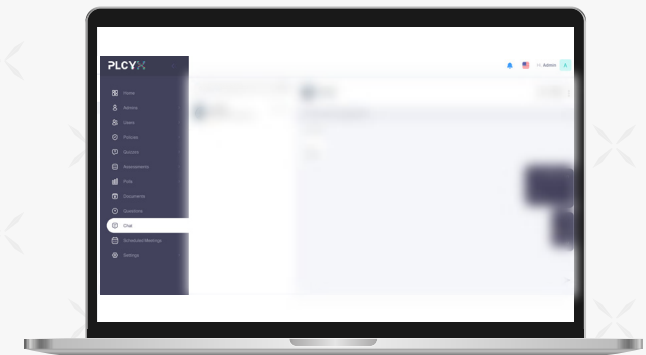
Quiz

Given that one of the main goals of adopting policies is to increase compliance and reduce the risk of activities that might harm the organization and employees, some companies prefer to assess users' knowledge after the policies are published and accepted by asking questions about the published policies and following up for appropriate action. Quiz results enable management The institution is able to determine the next steps regarding the workflow of employees in the company.



Inquiries and Reviews

Users who have been directed to the policy can inquire about the mechanism and content of the policy and know its objectives by communicating with those responsible for this policy via direct messages or conducting scheduled meetings through live calls. The direct contacts can be made with admins, as it is easy for admins to track inquiries of users and respond to their inquiries easily and quickly.



Reports

Through the system, it is possible to export full reports in aggregate and in detail about the policies, polls or assessments that have been published, and the possibility of exporting them to the admins.

