



SAI360

Risk | Learning | EHS | Sustainability

Policy Management

Solution Description

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Introduction

This document outlines the out-of-the-box features of the SAI360 Policy Management solution and details how it supports the policy management process. The platform is fully configurable, and adjustments can be performed as needed.

KEY BENEFITS

SAI360 Policy Management allows you to streamline your policy management program while providing assurance to stakeholders.

AUTOMATE THE COMPLETE POLICY MANAGEMENT WORKFLOW

The solution allows you to manage the complete lifecycle of policies and procedures. Using an intuitive workflow, you can ensure policies are reviewed and approved in time. Each step of the process has automatic notifications in the system and via e-mail, including alerts for when due dates are approaching.

CENTRAL VISIBILITY AND IMPROVED AWARENESS

A centralized repository allows you to centrally manage policies before publication. You can search through published policies from the policy portal and limit access to policies as needed.

ADVANCED REPORTING

Manage your program using drillable dashboards with real-time reporting that provide visibility into policy expiration and delayed review and approval workflows.

PROGRAM

SAI360 Policy Management uses an intuitive workflow that allows you to easily manage the policy program. You can monitor the progress of policy creation, revision, and attestation and get insights for continuous improvement.

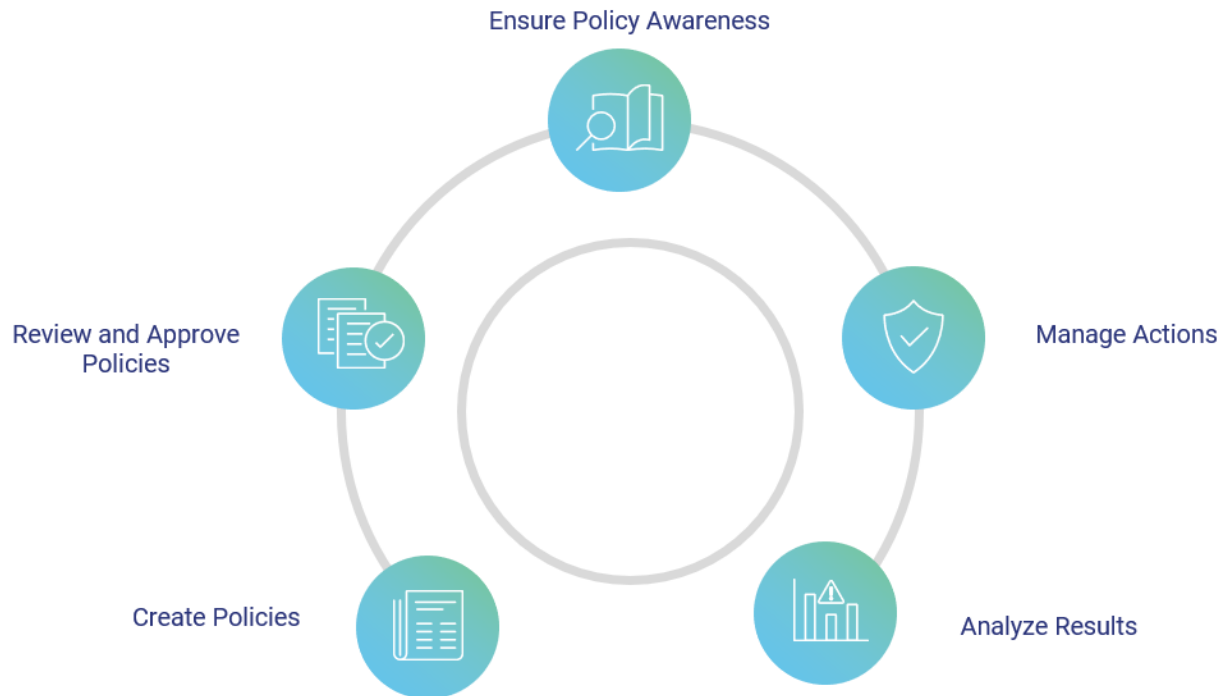


Figure 1: SAI360 Policy Management – Program.

CREATE POLICIES

Create and manage policies from a single repository.

REVIEW AND APPROVE POLICIES

Use a review and approval workflow with automatic notifications to ensure policy content is accurate before you publish them.

ENSURE POLICY AWARENESS

Ensure policies are available to the relevant audience.

MANAGE ACTIONS

Create and monitor action items to address any issues found in your policy management program.

ANALYZE RESULTS

Find areas for improvement using the interactive dashboards available in the solution.

Overview of Sections and Features

My Policies

Make policies available as a PDF in a policy portal that allows employees to search for policies that are relevant to them and provide attestations.

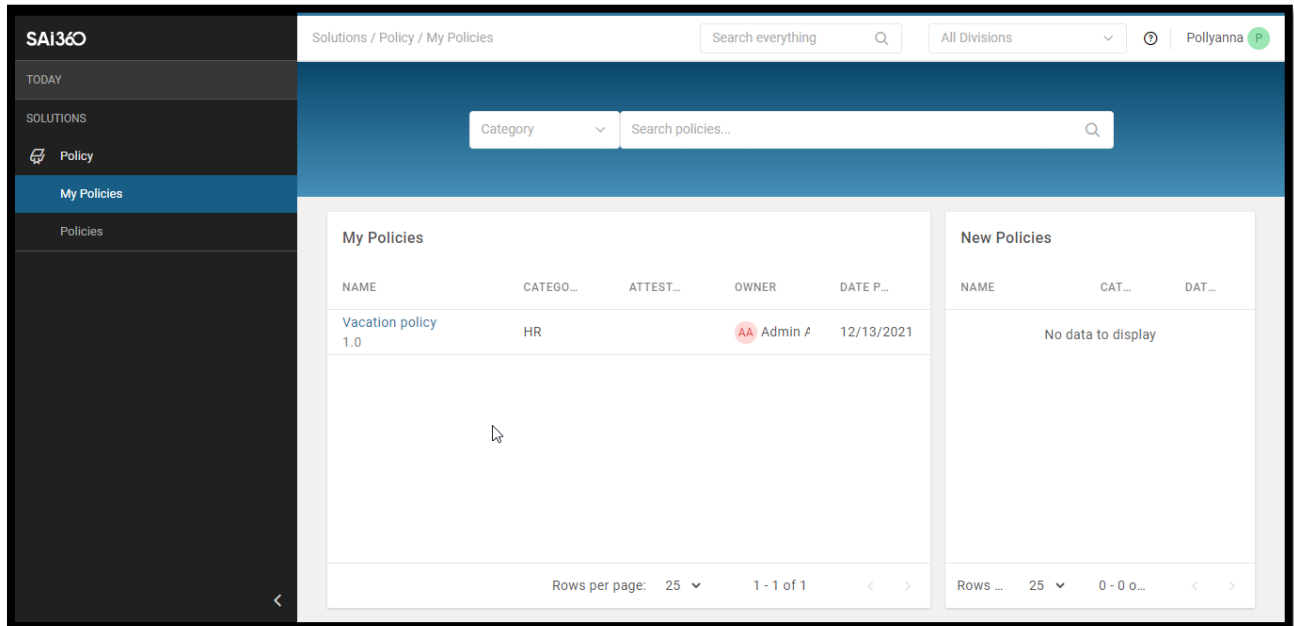


Figure 2: My Policies section.

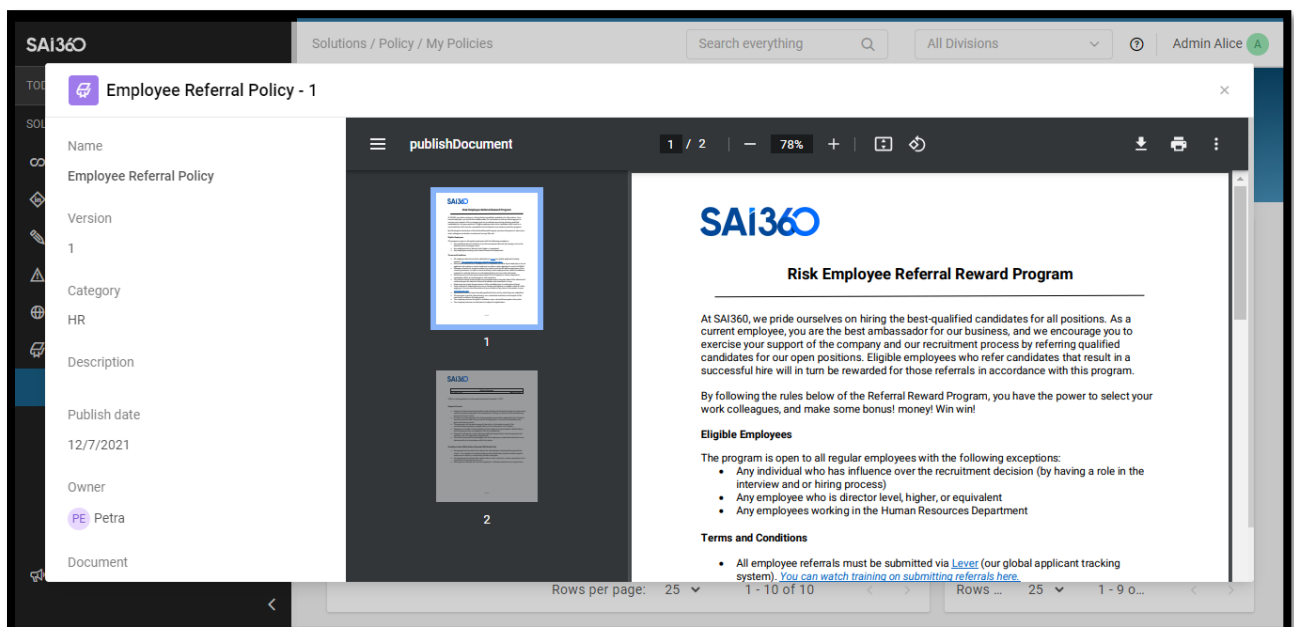


Figure 3: Viewing a policy.

POLICIES

OVERVIEW

View key indicators for your policy management program so you can continuously improve your it. Create new policies, pick up your latest revisions from where you stopped, or start working on policies that are about to expire.

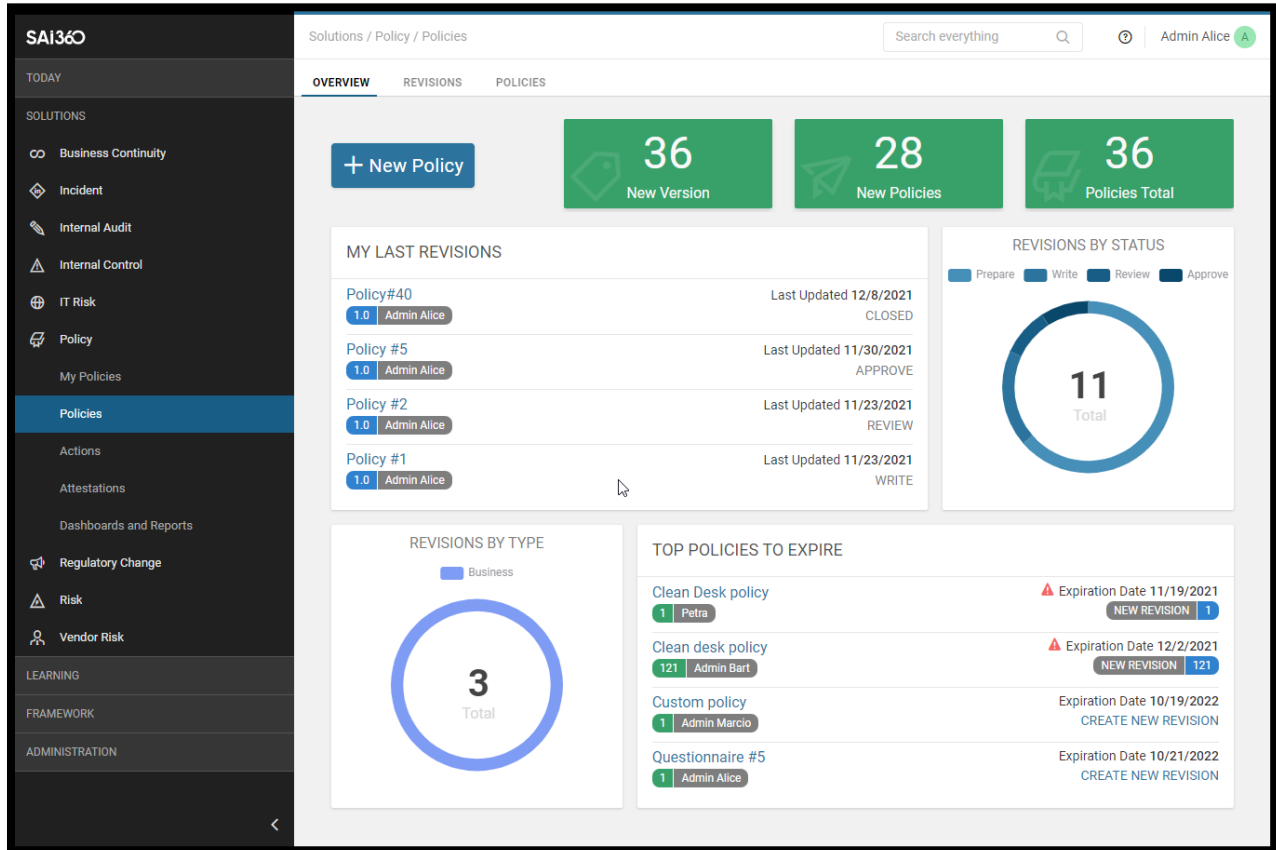


Figure 4: Overview section.

CREATING POLICIES

The policy creation workflow consists of four steps: Prepare, Write, Review, and Approve.

PREPARE

Document the policy details, provide a description, category, expiration date, audience, and the people responsible for writing and reviewing it.

The screenshot shows a 'Policy Revision' dialog box with the following fields and values:

- Policy name *: Vacation policy
- Version *: 1.0
- Change type: Business
- Expire date *: 12/13/2022
- Policy category: HR
- Owner *: Admin Alice
- Authors *: Admin Alice
- Reviewers *: Admin Alice

The 'Change description' field contains the text: "This policy applies to all employees, including contractors, and describes standard vacation policy."

At the bottom of the dialog, there is a toggle switch for "Preparation completed" which is turned on, and "Update" and "Cancel" buttons.

Figure 5: Preparation of a policy.

Once you set the preparation phase as completed, authors are notified to write the policy.

WRITE

Write the policy document and attach it to the policy. Once you send it for review, reviewers are notified.

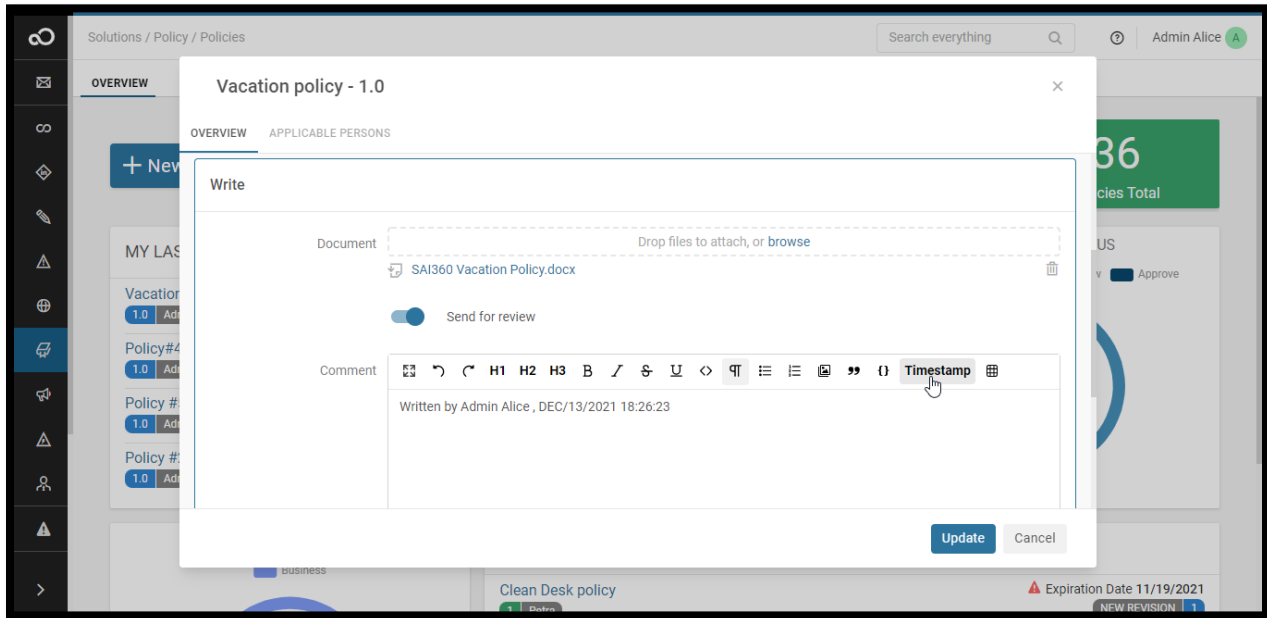


Figure 6: Writing a policy.

REVIEW

Review the attached document and request any changes needed.

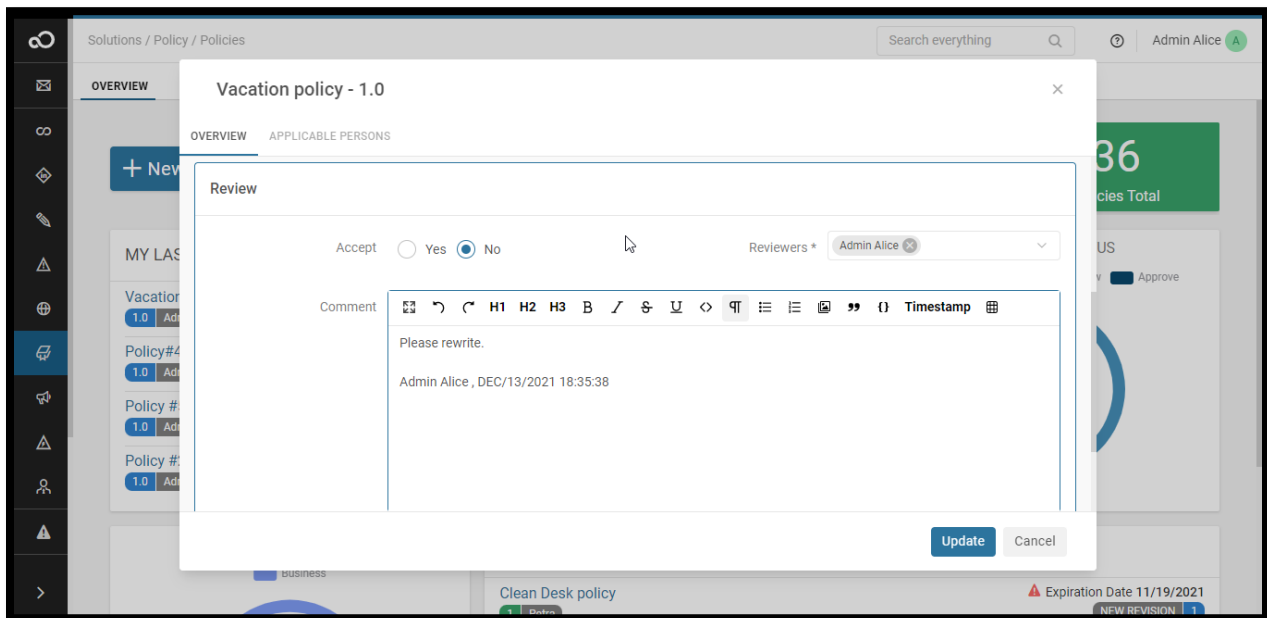


Figure 7: Reviewing a policy.

APPROVE

Approve the policy so it gets published or send it back to the review step. Published policies are available in the My Policies section for applicable persons.

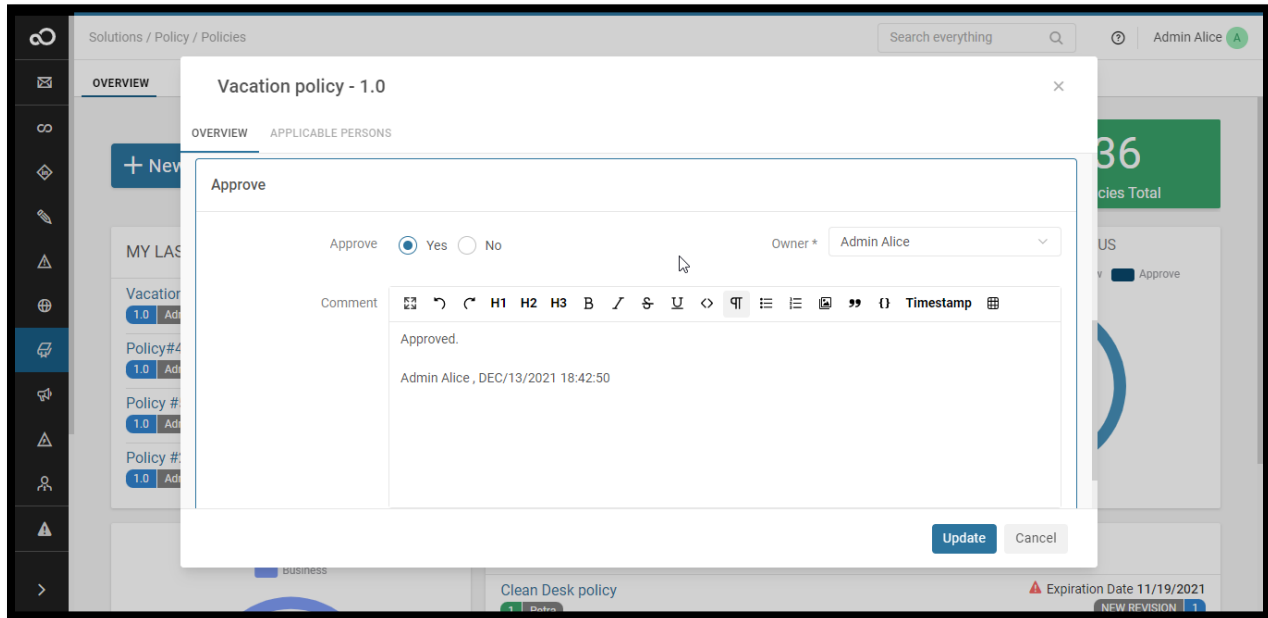


Figure 8: Approving a policy.

REVISIONS

Get a structured overview of the policy revisions grouped by their current workflow step and monitor the revision progress. You can quickly download and review policy documents from the card view.

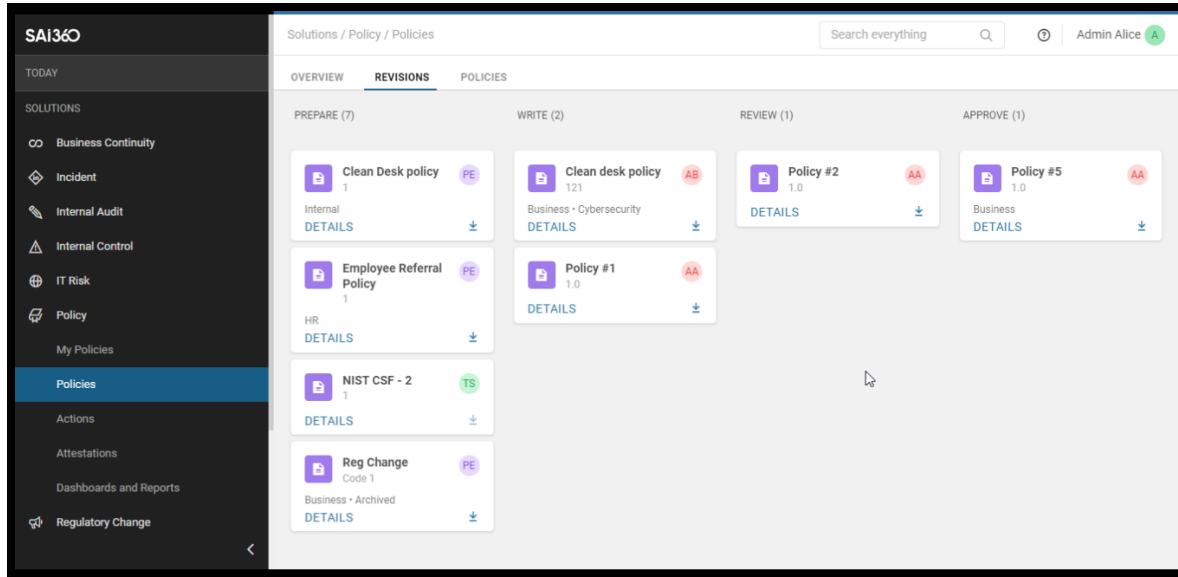


Figure 9: Revisions section.

POLICIES

Create and manage policies from a single repository. You can filter policies by category and manage expired policies and open attestations in interactive dashboards.

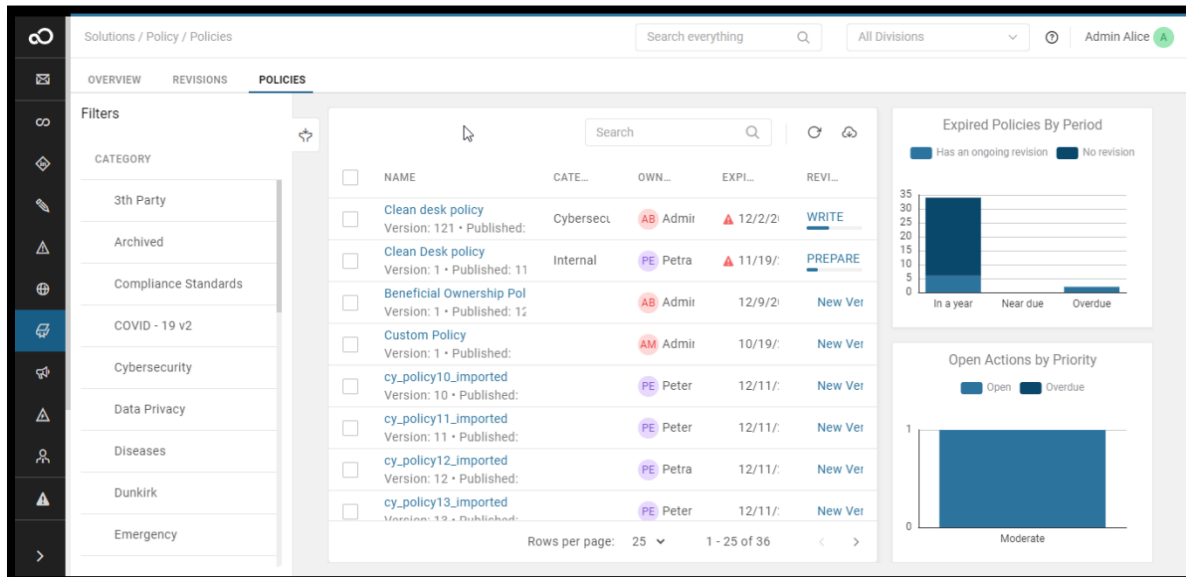


Figure 10: Policies section.

ACTIONS

Quickly address high-priority issues related to your policies and procedures and enjoy an intuitive remediation and approval workflow with automatic notifications.

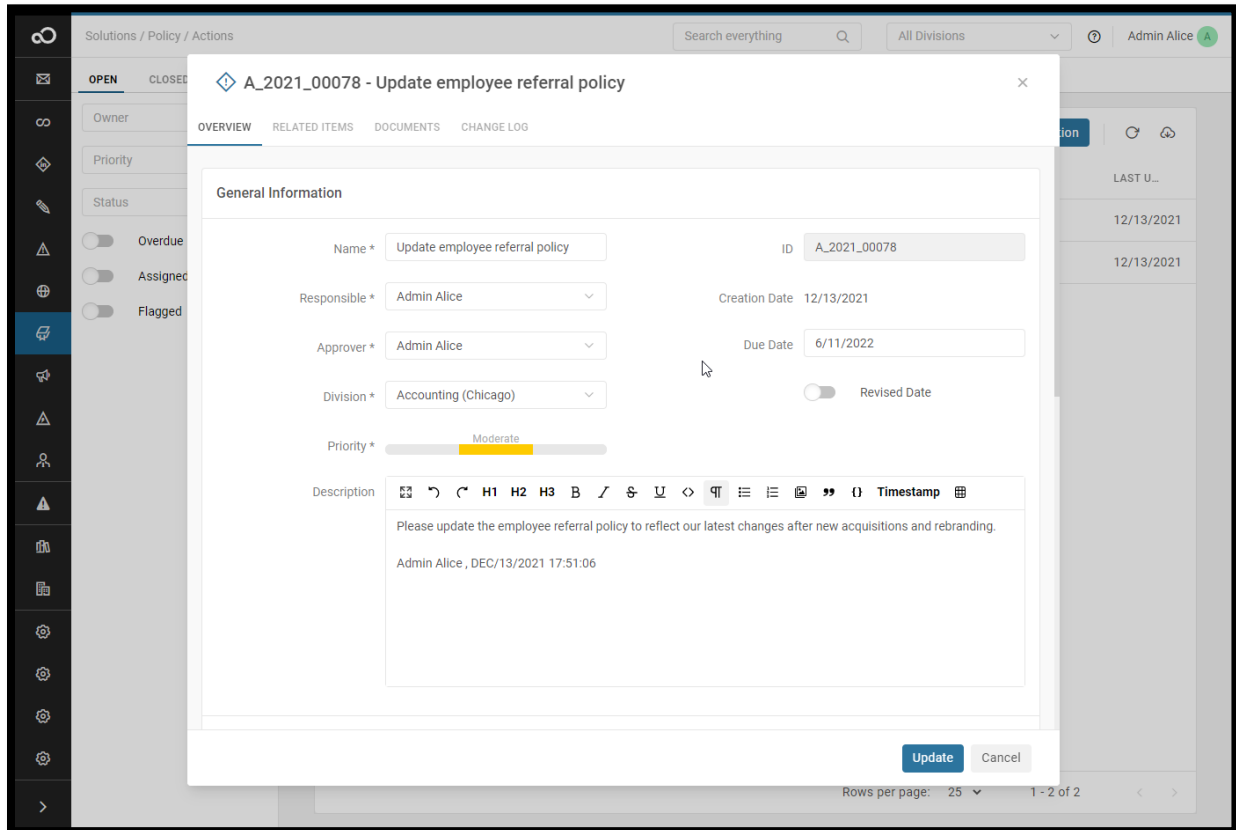


Figure 11: Creating an action.

Notifications are sent via e-mail and system inbox, from where you can quickly check what needs to be done. E-mail reminders for pending tasks can be sent from the list, which can be filtered to display actions according to their status, owner, priority and to show those flagged as important.

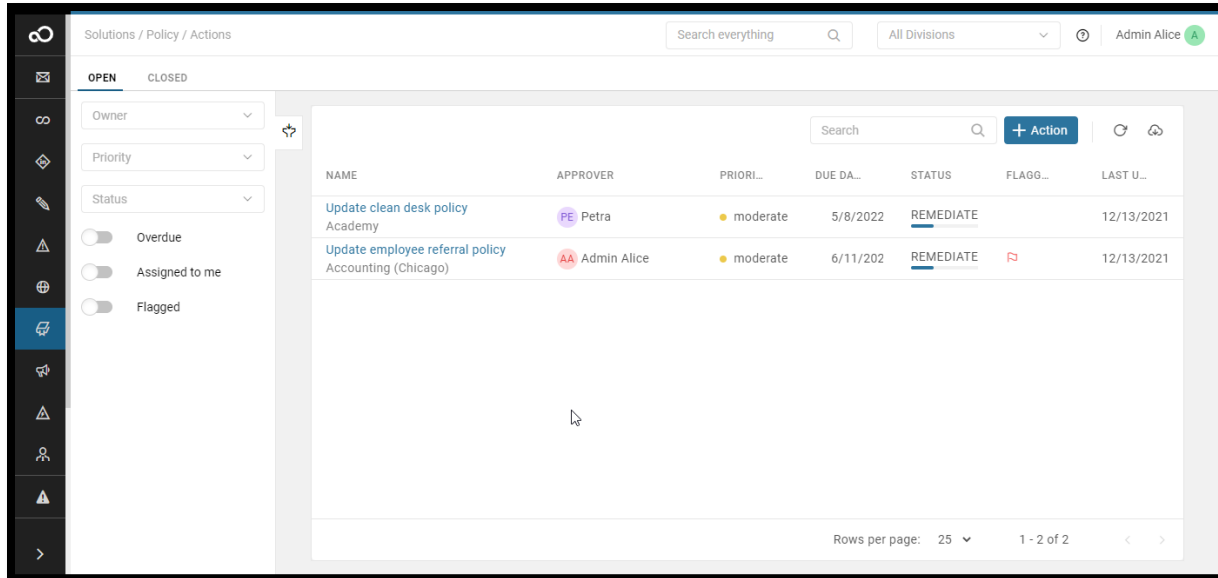


Figure 12: Actions – Monitor action items

ATTESTATIONS

Get attestation that your policies and procedures are being followed and track expired or unanswered attestations.

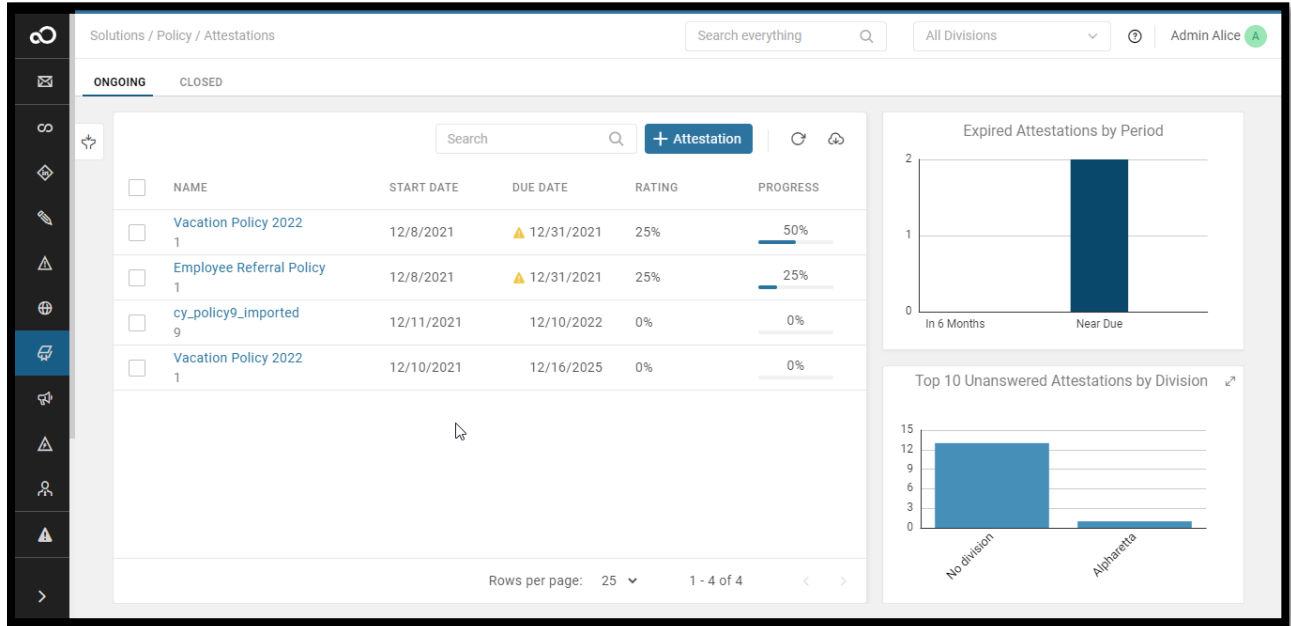


Figure 13: Attestations section.

When you create a policy attestation, applicable persons are notified to provide attestation, when they must state that they read and understood the policy.

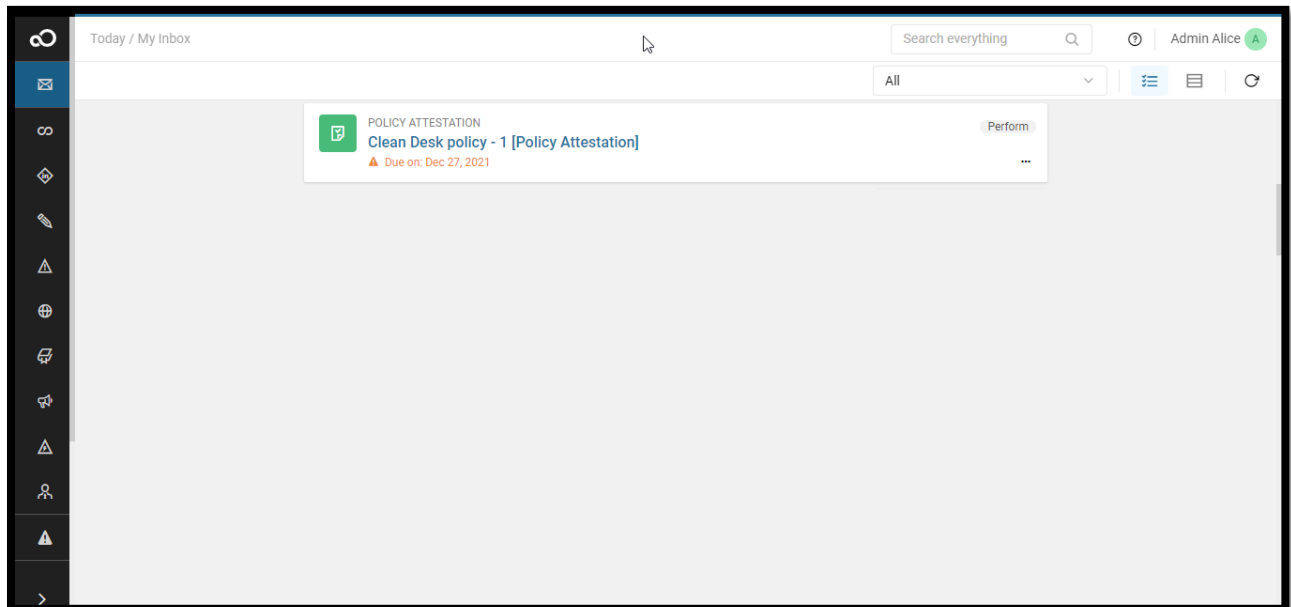


Figure 14: Inbox notification for pending attestation.

You can track each attestation for answer and attestation rate.

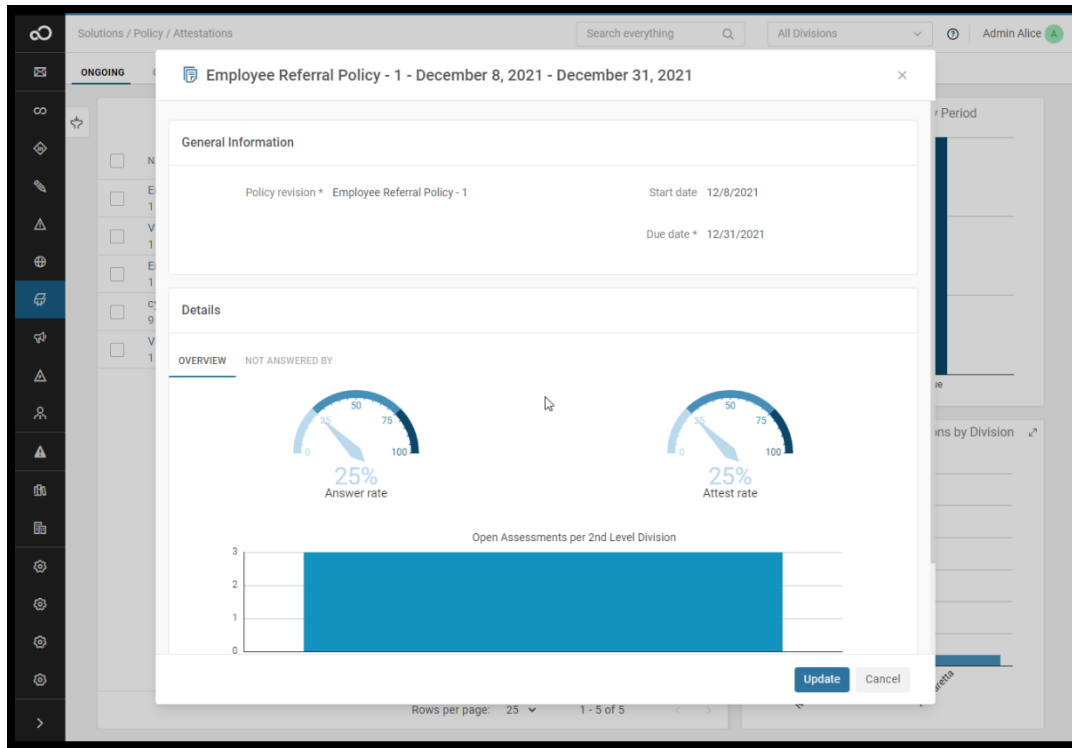


Figure 15: Attestation details.

LIBRARY

Manage documents, policy categories, people, and your organizational structure in the solution Library.

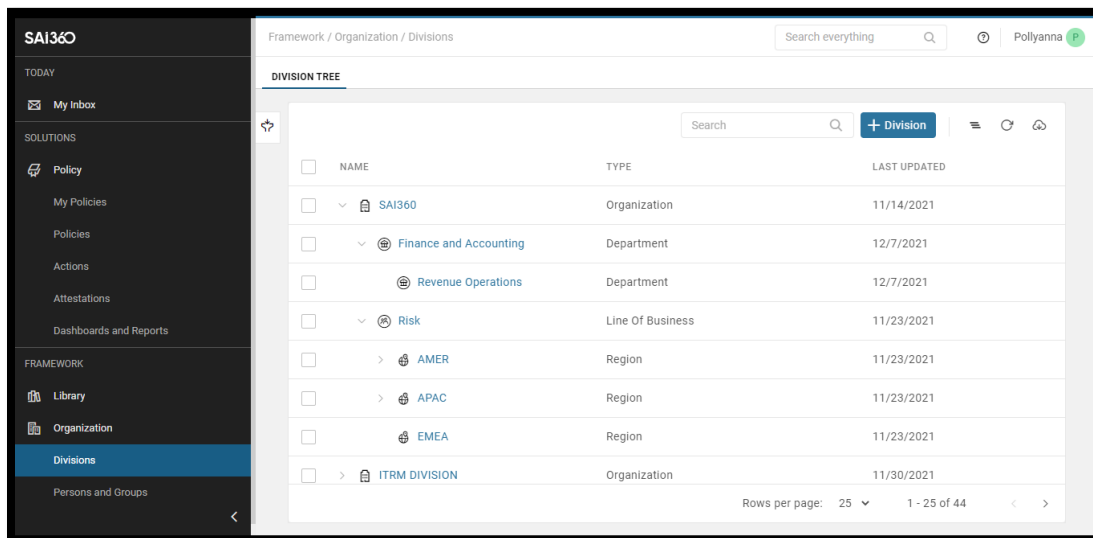


Figure 16: Managing divisions in the Library.

Roles and Responsibilities

Role-based access control allows you to grant users permission to perform specific tasks by assigning users to roles with predefined sets of permissions.

All roles have permission to perform tasks from inbox notifications and view assigned policies in the My Policies section. The following system roles are available by default:

ROLE	PERMISSIONS
Policy Viewer	<ul style="list-style-type: none">• Perform assigned tasks from inbox notifications, such as performing a policy attestation.• View policies in the My Policies section
Policy Owner	<ul style="list-style-type: none">• View and create policies• View and create actions
Policy Contributor	<ul style="list-style-type: none">• View policies and policy revisions• Contribute as a policy writer and reviewer
Policy Manager	Full access to the solution features, including managing persons, groups, and policy categories in the Library.

Contact Us

We'd love to learn about your business needs.

Contact us and request a demo at <https://www.sai360.com/risk/request-demo>.

Experts are available to talk through your compliance risk and learning issues and provide a custom demonstration of our solutions.