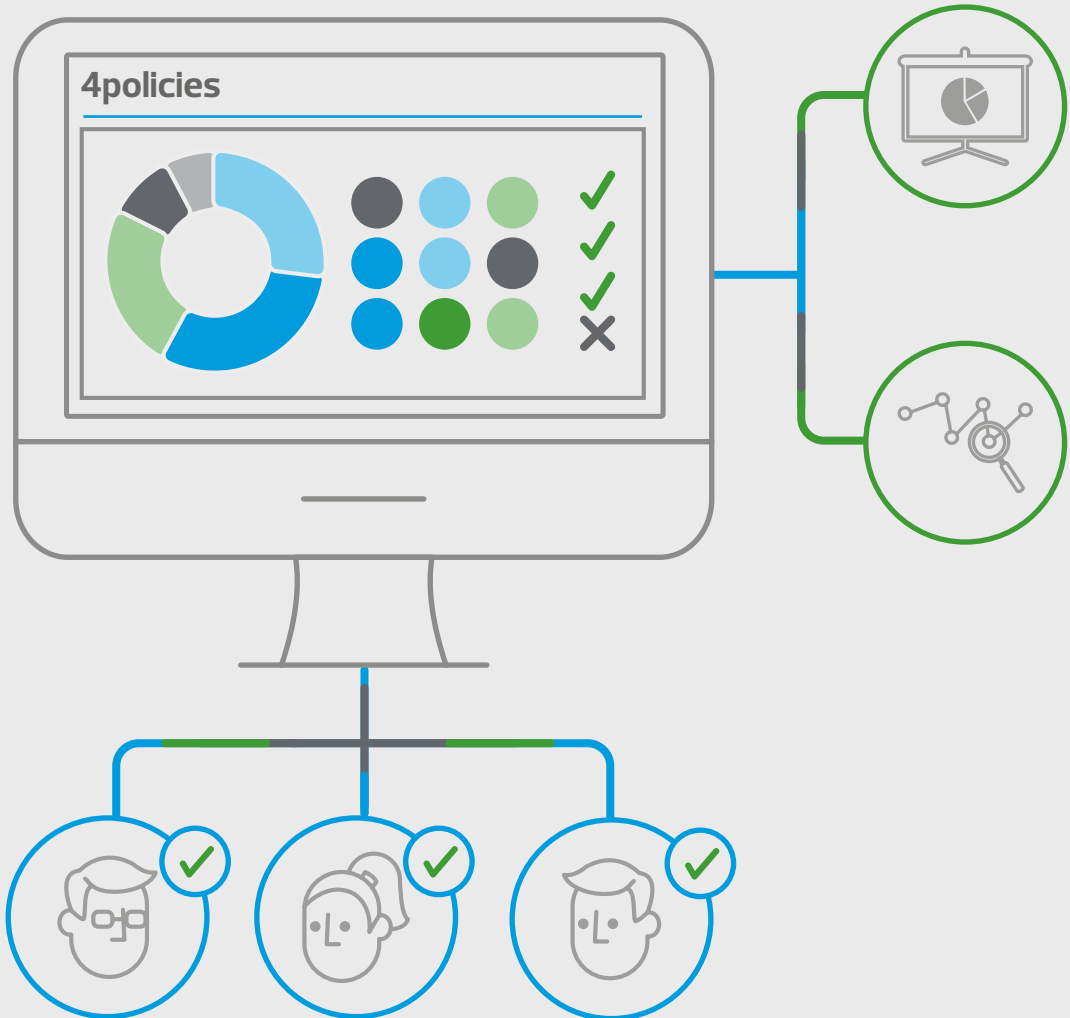


# 4policies

A powerful and flexible organisation wide policy management system



[www.insight4grc.com/policy](http://www.insight4grc.com/policy)

Crown  
Commercial  
Service  
*Supplier*

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“We engaged Insight4GRC to help us track and manage our organisational risks, and also to calibrate ourselves against ISO 27001, using the 4risk and 4policies suites we were able to demonstrate our commitment to the standard through the management of our risks, controls and actions, and also able to demonstrate our employees acceptance and understanding of our ISMS and other internal policies. We find the 4insight suite easy to use, and the team really supportive if we ever need any further support.”

**Phil Brown, Risk and Insurance Officer, Slough Borough council**

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“...the 4Policies module has been used very extensively to complement our governance approaches and provides a highly automated and systematic way of ensuring awareness and understanding of our policies, as well as ensuring they are kept up to date.”

**Dudley Building Society**

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“We use 4policies to systematically disseminate key policies to all staff and give an audit trail of acceptance of policies, replacing the ad-hoc system previously in place. When we use the support team, we find them responsive and helpful.”

**Coleg Cambria**

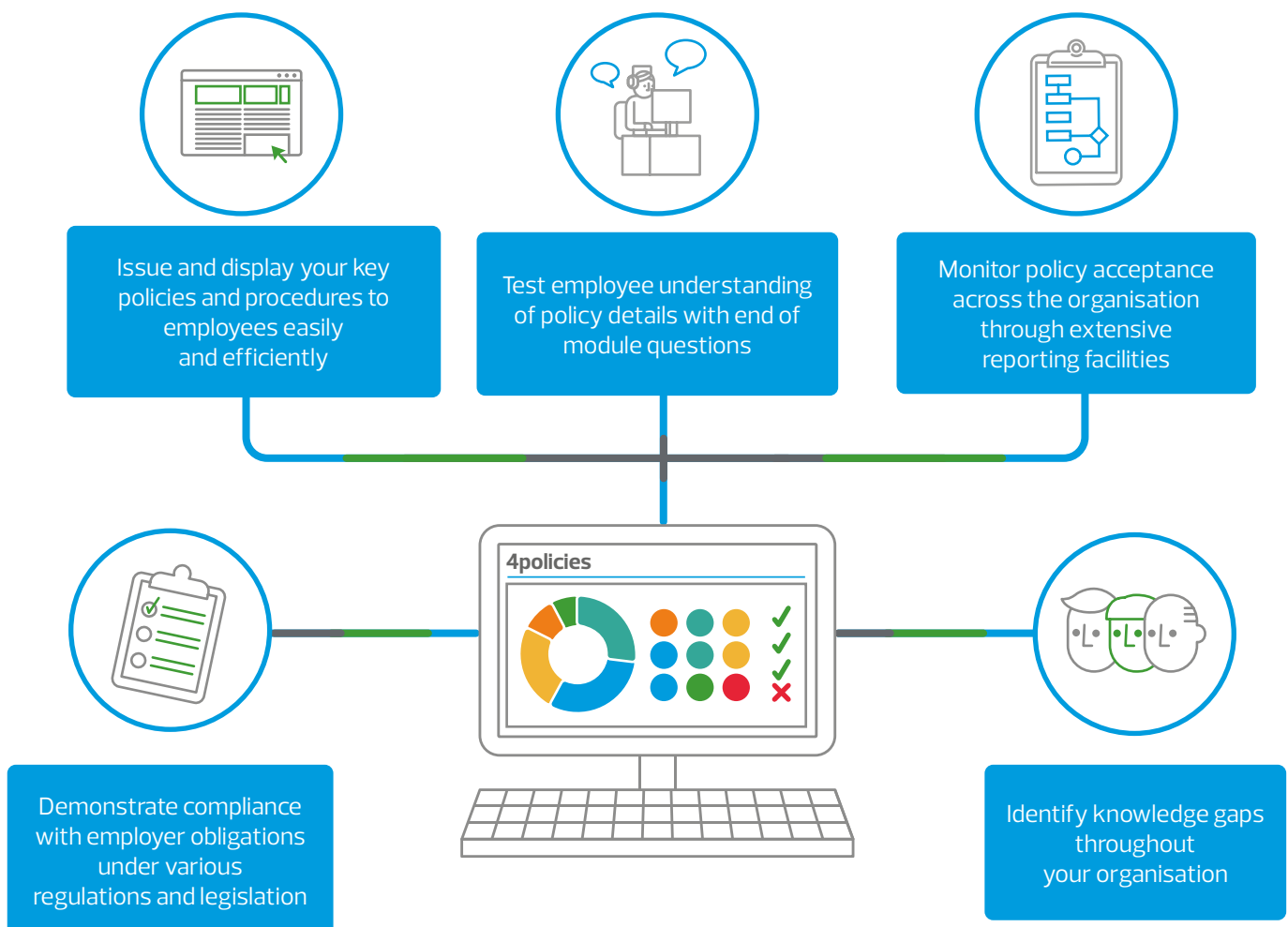
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# Are you able to demonstrate that your employees have read and understood your organisation's policies and procedures?

Failure to ensure that your organisation's policies are communicated and understood could lead to non-compliance, this could lead to increased risk exposure, could be a breach of regulatory standards or at worst lead to potential fines or imprisonment.

4policies™ is our policy management software that enables you to educate your employees on your organisation's policies and procedures, identify levels of awareness and crucially record their acceptance of these policies. Your policies, by example, covering confidentiality, safeguarding, financial crime etc. can easily be displayed to your employees and their understanding of them monitored through the extensive reporting facilities built into the software.

## The key benefits of using 4policies™ include:



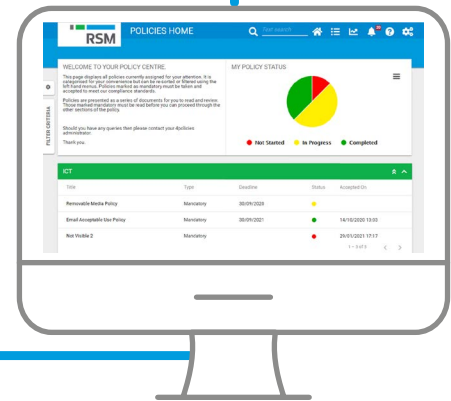
# Key features

4policies™ provides managers with full visibility of policy acceptance right across the organisation thereby reducing the firms' exposure to non-compliance. 4policies™ is cloud based enabling ease of access and updating.

## Alert your employees to their outstanding policies

Your organisation's policies are deployed to your staff through a web based interface which can be customised to match your organisation's branding. The policies can be grouped into convenient categories, and a simple 'traffic light' system shows your staff which policies they need to review and accept.

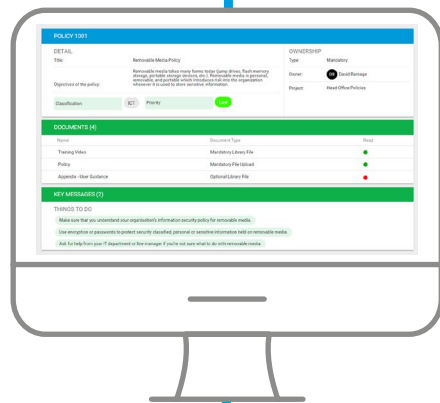
Policies are configurable, meaning that people only see the policies relevant to their roles. Employees can be automatically alerted via email of any new or overdue policies, and the content of these e-mails is entirely customisable by managers.



## Provide resources that support the policy message such as training videos and key messages

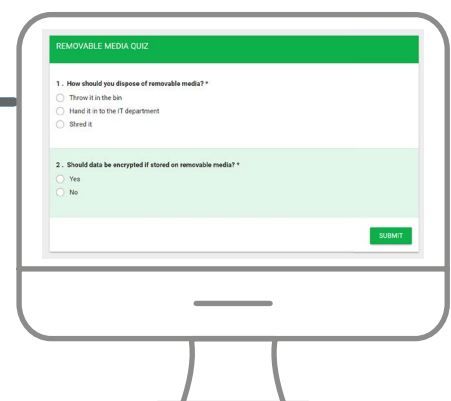
A policy can be comprised of just a single document or it can have other associated documentation displayed alongside it so that all related information is available in one place.

In addition, training videos can be uploaded, appendices attached and forms can be linked to. Key messages displayed after viewing a policy allow the important points to be summarised to aid understanding.



## Confirm employee understanding of your policies through question sections

Prior to accepting a policy there is an option for an employee to be asked a series of questions related to the policy or procedure they have just read. Failing to correctly answer the required number of questions (or even failing to pass the quiz a set number of times if the option is given to have multiple attempts) will result in the policy administration team being alerted and the employee will be unable to accept the policy.





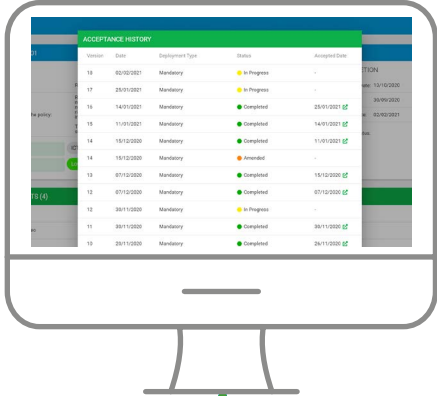
**An 'at a glance' status of policy acceptance across your entire organisation**

Managers, through a separate administration portal, can see the levels of policy acceptance across the organisation, and drill right down to the individual user level for greater insight in order that appropriate management action can be taken. A comprehensive report engine can generate information in both tabular and graphical format for inclusion in management reports.

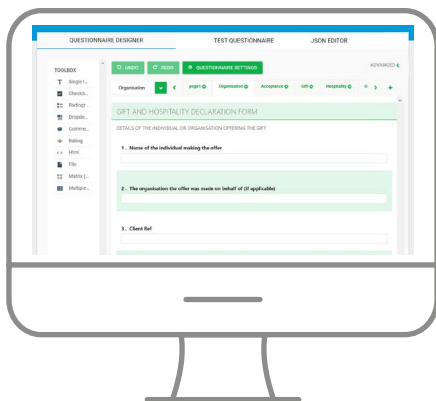
**Policy review ensures the information is up to date and ownership established**

A comprehensive review mechanism is built into the system to ensure policy owners keep their policies up to date.

Alerts are sent out allowing the policy owner to review and make changes to the policy. Version control then ensures users are provided with the latest version of the policy as well as a comprehensive audit trail of their policy acceptance.



**Integrated questionnaires allow users to complete policy related forms**



4policies™ can be utilised to not only advise employees on the organisation's policies but can also be used to collate user provided information for policy related information. These customisable questionnaires offers a high degree of flexibility. Submissions can be risk graded and escalated as appropriate for review or for further action.

# 4policies™ – part of the Insight4GRC governance, risk and compliance software suite

**Insight4GRC™** is a cost effective governance, risk and compliance (GRC) software suite that provides management teams with the tools needed to monitor and control performance, assess organisational risks, track assigned actions, enable employee awareness and facilitate company policy acceptance.

## Other software solutions in the Insight4GRC™ suite



### 4risk

**A complete picture of your organisation's risk, controls and assurance environment**

4risk™ is a powerful and flexible risk and business assurance management information software system that enables an organisation to monitor and measure its overall exposure to risk and examine the effectiveness of its control environment.

**Visit: [www.insight4grc.com/risk](http://www.insight4grc.com/risk)**



### 4questionnaires

**Data collection, surveying, analysis and reporting**

4questionnaires™ is a flexible and intelligent system that facilitates the gathering of data and, more importantly, its analysis to provide insightful management information.

**Visit: [www.insight4grc.com](http://www.insight4grc.com)**



### 4action

**Action and recommendation tracking**

4action™ is a powerful action tracking software tool that gives individuals the ability to be assigned and update the status of their actions – thus ensuring that managers always have a complete picture of the status of all agreed tasks and actions.

**Visit: [www.insight4grc.com/action](http://www.insight4grc.com/action)**

Each of our Insight4GRC™ products come with system configuration, implementation and training. Ongoing hosting, support and maintenance is also provided with your solution through our dedicated support programme. Advisory and assistance services are available if required.

**For more information visit: [www.insight4grc.com](http://www.insight4grc.com)**

# Contact us

For more information about 4policies™, or to arrange a short demonstration please contact:

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**Visit: [www.insight4grc.com](http://www.insight4grc.com)**

[rsmuk.com](http://rsmuk.com)

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