

Simply Office 365 Policies & Declarations



Control, review and publish your important Policies and Procedures. Deployed into your own secure Office 365 environment and easily accessible by all employees.

Policy control and evidence

The Compliance Hub's **Policies & Declarations** module provides a robust control framework for your firm's important Policies and Procedures, helping you to evidence that they are regularly reviewed and approved before being published. When changes do occur, the module will also notify staff affected by the changes and ask them to confirm they have read and accepted the changes.

Features



Published Documents

Published policies, accessible by all staff on any device, safe in the knowledge that they are always accessing the latest authorised version.



Staff Declarations

Making staff aware of new or changed policies is essential. Our Staff Declaration feature is easy to configure and issue. Electronic staff signatures provide the evidence and our dashboards provide the oversight.



Source Documents

Policy Governance starts with centralised libraries of source documents. Our libraries support version management, approval capabilities, designated ownership and configurable review alerts and notifications.



The **Compliance Hub** brings everything you need to manage your compliance into one place. All of your registers, calendars and activities, with connected compliance intranet services available for all your staff.