

Issues for Business Organisations

How Automated Policy Management can help you



Every organisation is required to create and publish written policies to comply with legislation and industry regulations. Keeping key policies up-to-date and ensuring that relevant staff are aware of them is an on-going concern, particularly for Human Resources departments. Managing policies, however, assists all departments within an organisation to meet their objectives. As a result policy management is increasingly being identified as a mission critical enterprise problem.

Automating policy management helps organisations reduce risks, demonstrate good corporate governance and make cost-savings.

The Board

Concern: Shareholder Value

- Need to demonstrate high standards of Corporate Governance to shareholders and other stakeholders.
- Expect real-time updates on compliance status in order to expose potential areas of risk and mitigate them prior to an external audit.
- Improve brand value by emphasising corporate social responsibility, including environmental issues.

Finance Department

Concern: Cost Reduction

- Drive more efficient processes with the potential to reduce head count in administrative functions.
- Eliminate wastage, including print costs, storage requirements.

Concern: Risk Mitigation

- Keep litigation costs to a minimum.
- Avoid bad publicity and maintain corporate reputation. E.g. Norton Rose.

Concern: Proving Good Corporate Governance

- Effortlessly track compliance status.
- Clearly demonstrate best practice by deploying clear policies.
- Ensure non-culpability of Board members in unethical or illegal practices.

Human Resources Department

Concern: Cost-effective & Efficient HR Services

- Operate within reduced budgets and headcount.
- Enable HR to focus on adding value to organisation rather than paper chasing.

Concern: Staff Retention

- Reduce Employee churn
- Avoid recruitment costs

IT Department

Concern: Reliable & Secure IT Systems

- Maintain business continuity.
- Standardise technical architecture with proven technology.
- Minimise helpdesk support and technical training costs.

Compliance Officers

Concern: Achieving Regulatory Compliance

- Keep up to speed and compliant with ever changing legislation.
- Ensure that corporate policies match everyday workplace practice.
- Identify quickly any areas of non compliance and minimise risk exposure by taking immediate action.

Concern: Reporting Compliance

- Prove existence of adequate internal systems and controls are in place to manage risk
- Demonstrate a clear audit trail

Legal Department

Concern: Legal Business Operations

- Provide sound legal advice to the organisation.
- Prepare clear business & employment contracts.

Concern: Damage Limitation

- Present strong legal defence at Tribunal and court cases.
- Obtain reliable evidence to mitigate legal action.

Legislation which has wide spread implications on organisations

- Data Protection Act 1998 (DPA)
- Freedom of Information Act 2000 (FOI)
- Human Rights Act 1998