

Policy Manager

Create legally valid proof that employees have seen, understood & agreed to policies

It is essential that organisations put in place effective policies, procedures and controls to complement new business challenges, whilst addressing legislative and regulatory requirements.

In a growing litigious society, policies and procedures must be available, kept up-to-date, clearly communicated and auditable for compliance reporting. Agreement to each and every policy needs to be tracked, so that organisations can prove compliance and demonstrate sound governance.

NETconsent policy management and communications software enables organisations to manage the entire Policy Management life-cycle, thereby ensuring the highest levels of policy compliance and protection from risk for your organisation and employees.

Benefits

- ◆ Reduce the cost of policy management
- ◆ Demonstrate compliance
- ◆ Mitigate legal liabilities
- ◆ Achieve understanding of corporate policies
- ◆ Improve management
- ◆ Increase staff performance
- ◆ Prove best practice
- ◆ Ensure Corporate Governance
- ◆ Simplify process

Features

- ◆ Easily create and edit policies
- ◆ Clearly manage policies
- ◆ Effectively distribute policies to relevant users
- ◆ Identify non-compliance status and reasons
- ◆ Collate and track user acceptance
- ◆ Multi-lingual support
- ◆ Confirm understanding
- ◆ Record read-time
- ◆ Certified actions through electronic signatures
- ◆ Provide comprehensive management reports
- ◆ Audit and analyse an organisation's status
- ◆ Linked documents Microsoft
- ◆ SharePoint® integration
- ◆ eLearning integration



NETconsent Policy Management Lifecycle

Create

Secure access to the Policy Manager portal is controlled through user roles. Navigation is made easy via the hierarchical tree structure. Policies are created by either using the integrated Policy Editor or by importing existing Microsoft Word documents. Once activated, a non-editable version of the policy is stored in the NETconsent database. This ensures, that however accessed, only one active version is ever in circulation, further eliminating the risk of user confusion. Policies can be written and presented in multiple languages.

Policy Version Properties

Policy Version: 0001.15

Policy Comments: Feb 2007 - This version incorporates Board approved revisions relating to the late booking of holidays at financial year end to alleviate resourcing implications.

Policy Languages: DEFAULT

Accept Button Caption: Accept

Decline Button Caption: Decline

Policy Body:

[Edit](#) [Preview](#)

A manager seeking to refuse such a request is obliged to do so in writing within a further time period equivalent to the length of time of the holiday requested e.g. a two week requested holiday must be refused two weeks before the holiday is due to start.

75% of the annual holiday must be taken by 31st December. This means that someone with a full year's entitlement (23 days) must have used 17.5 days by then, leaving 5.5 days to be taken between Jan-March.

If you want to take 2 weeks holiday between Jan-March, it must be booked before 31st December and agreed with your manager.

Managers must ensure that there is adequate cover in their department before signing off holidays and take responsibility for ensuring that individuals have key tasks covered by their colleagues during any absences.

GENERAL RULES FOR NOTIFICATION OF HOLIDAY

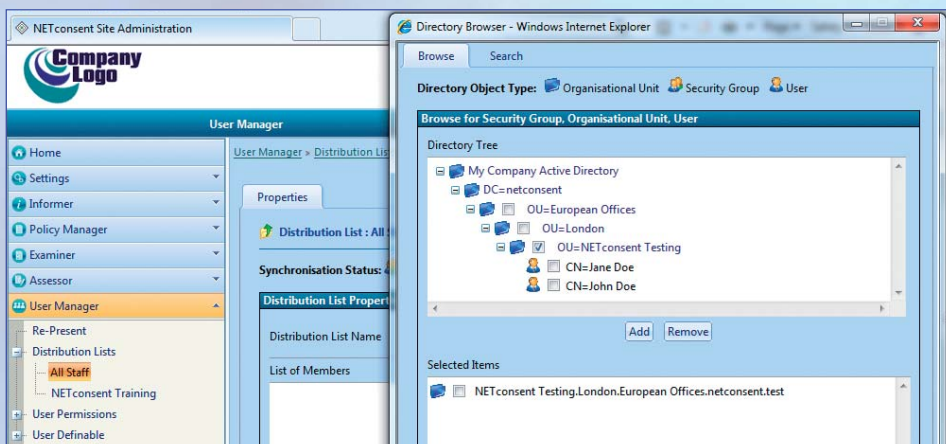
An employee must give notice in writing of his intention to take any holiday. A holiday request form must be completed and authorised by their line manager.

An employer seeking to refuse such a request is obliged to do so in writing within a further time period equivalent to the length of time of the holiday requested e.g. a two week requested holiday must be refused two weeks before the holiday is due to start.

Minimum Read Threshold: 2 ½ mins

Distribute

Once a policy is made active it is automatically published to the relevant group(s) of employees. Integrating with LDAP directories, maintenance of separate system groups is not required, thereby reducing the administrative overhead. New users, leavers and role changes are automatically processed by the NETconsent Policy Server. When employees log on to the appropriate service, they are pro-actively presented with a list of new or revised policies which they have not accepted. Processing is guaranteed for enforced policies as it is impossible for users to bypass this stage. All other PC functionality is disabled whilst enforced policies are presented to the user.

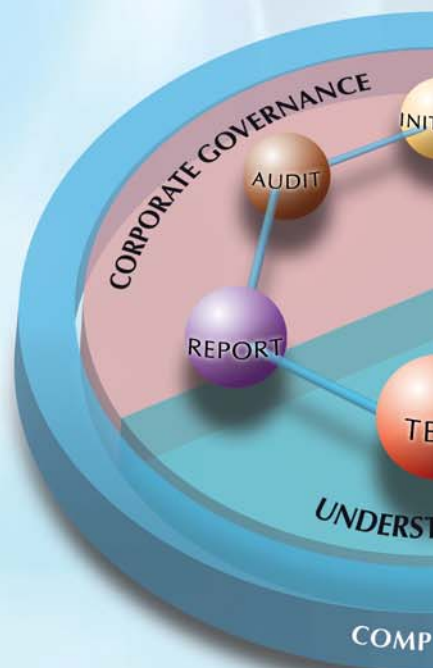
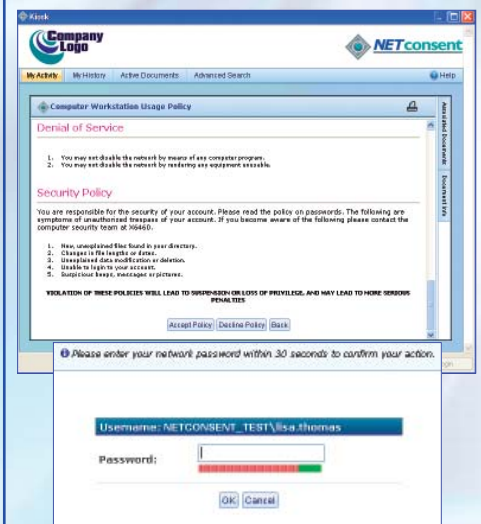


Consent

With its unique Policy Enforcement Points (PEPs) technology, organisations have the option to prevent employees from accessing IT services until they have accepted the latest mandatory policies with a digital signature.

Non-mandatory policies can be left for a period of time or a number of skips before requiring user agreement. This flexibility allows organisations to prioritise key policies based on risk factors and employees to manage their time.

Associated documents enable users to refer to related Procedures, eLearning modules or forms from the main Policy document.



Question 6 of 7

At work I can share computer accounts and passwords with anyone who works within the office?

Please select the most appropriate answer

- No I can not, as you should always keep your password a secret, and is for your own use.
- Yes I can, as long as the person works within the same team as myself
- Yes, I can share my password with people if I am going on annual leave or if I am off sick
- I can share my password under special circumstances

Test

Given that one of the principal reasons for implementing policies is to improve compliance and reduce the risk of potentially harmful employee actions, some organisations also opt to test user understanding following the publication and acceptance of policies.

Using NETconsent Examiner, questionnaires can quickly be constructed to test all or just a subset of employees' comprehension of any policy.

Questions can be presented either immediately or a specified period after a policy has been accepted. The results from these tests allow management to easily determine whether policies are well written and/or if further education is required to help ensure the key messages are clear and understood.



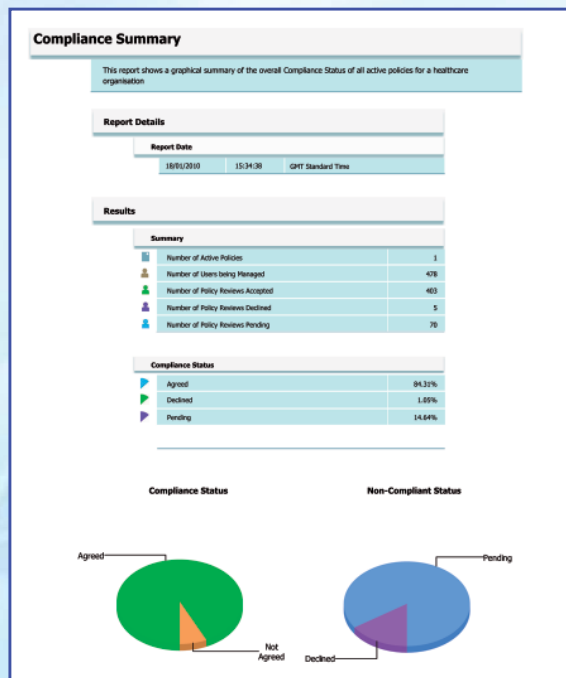
Report

Comprehensive reporting delivers management, detailed and system status information, showing current status and historical data.

Summary reports graphically illustrate an organisation's compliance status against all policies and users. Reports can also be generated by business area; individual policy; a group of policies and/or selected users.

To improve processing efficiency, detailed reports are provided to show historical activity as well as exception reporting. Historical reports are typically used for internal audit purposes or incidents related to disciplinary matters, whilst exception reports quickly pinpoint users that have declined or not yet accepted a policy.

System reports provide system administrators with a series of top-level status reports for all modules in the NETconsent suite.



Audit

The NETconsent suite is built around the NETconsent Policy Server, which is the central repository for all corporate policies, tests and assessments and the related user actions.

A full audit trail of all policy, test and assessment versions is maintained as well as a record of which employees accepted or rejected which policy versions and when, which tests passed and assessments completed.

Policy Status Detail By User

Policy Folder	Group / Version	Action	(s)	Date & Time
Arlington, Jackie (NETCONSENT\jackie.arlington)				
Acceptable Usage Policy (AUP) for Email	[DEFAULT / 0001.00]	Agreed	5	14/02/2007 @ 08:39:01
Acceptable Usage Policy (AUP) for the Internet	[DEFAULT / 0001.00.a]	Agreed	8	14/02/2007 @ 04:11:28
Fixed Profit Car Scheme Policy	[All Office Employees / 0001.00]	Agreed	2	14/02/2007 @ 08:31:03
Information Assurance	[To All Staff / 0000.00]	Agreed	73	09/04/2010 @ 15:08:44
Password Security	[To All PC Users / 0000.00]	Agreed	30	09/04/2010 @ 15:08:49
Remote Working	[To All PC Users / 0000.00]	Agreed	4	09/04/2010 @ 15:08:53
Avery, Susan (NETCONSENT\susan.avery)				
Acceptable Usage Policy (AUP) for Email	[DEFAULT / 0001.00]	Agreed	3	14/02/2007 @ 09:26:20
Fixed Profit Car Scheme Policy	[All Office Employees / 0001.00]	Agreed	2	14/02/2007 @ 09:25:37
Information Assurance	[To All Staff / 0000.00]	Agreed	6	04/09/2010 @ 15:13:31

Licensing and Deployment Options

Technical Specification

NETconsent integrates with a wide range of LDAP-based Directory Services, including Microsoft Active Directory, Microsoft NT Domains and Novell eDirectory networks.

Policy Server

Microsoft Windows Server

- ◆ 2003/2003 R2
- ◆ 2008/2008 R2

Microsoft SQL Server

- ◆ 2005
- ◆ 2008

The NETconsent Policy Server can be installed on existing hardware (e.g. Intranet server).

Workstation

No client software is required. NETconsent is a browser based application.

Supported Clients

- ◆ Windows 2000 (SP3 or above)
- ◆ Windows XP Professional
- ◆ Windows Vista
- ◆ Windows 7
- ◆ Apple MAC OS X

Supported Browsers

- ◆ IE 5.5 (or above)
- ◆ Mozilla Firefox 2.0 (or above)

Policy Enforcement Points

Enforcement is controlled through NETconsent Policy Enforcement Points (PEPs), which work at the point of:

- ◆ Logon (LANconsent)
- ◆ Internet access (WEBconsent)
- ◆ Email use (MAILconsent)
- ◆ SSL Portals (SSLconsent)
- ◆ Intranets/Extranets
- ◆ Other applications (Integration through the open API)

Other NETconsent Modules

NETconsent Assessor

To poll opinions, undertake workplace assessments, and analyse employees' attitudes, knowledge or experience in areas not directly relating to policies.

NETconsent Examiner

To test, monitor, and report employees' understanding of the policies.

NETconsent Informer

To disseminate announcements on a need-to-know basis.

NETconsent Reporter

To track, understand and manage policy information more effectively.

NETconsent Integrator

Extend automated policy management to staff without PC access.

NETconsent Compliance Suite

In order to address a range of policy compliance objectives, there are three editions of NETconsent Compliance Suite: Standard, Professional and Enterprise. Each incorporates various NETconsent module combinations.

NETconsent Implementation Services

An effective policy management implementation benefits from senior level sponsorship and the formation of a cross-disciplinary project team. The NETconsent Implementation Methodology addresses both technology and people issues. Implementation programme services range from partial support through to full project management.

Many organisations across a variety of industry sectors have already benefited from NETconsent's proven methodology, enabling them to achieve compliance deadlines - on time and within budget.



Cryptzone (UK) Limited

Sentinel House, Harvest Crescent,
Fleet, Hampshire
GU51 2UZ. United Kingdom.

t: +44 (0) 370 013 1600

f: +44 (0) 370 013 1601

e: netconsent@cryptzone.com

w: www.cryptzone.com | www.netconsent.com

