

PMG iComply



Managing Policies and Procedures for Real Results

Managing a seemingly never-ending stream of policies and procedures is common for virtually any business—regardless of size—in today's complex environment. Policies addressing data privacy and security, financial management, workforce management and more come from outside and inside the company, and they are critical to doing business safely and successfully.

The problem is, managing policies and procedures is time consuming, complicated and more importantly, can distract you from running your business. Finding efficient tools for policy management is nearly impossible, exposing you to unnecessary and unacceptable risk.

How do you make sure your policies and procedures work for you instead of against you? How do you strike a balance between managing policies and managing your business?

Real Solutions: PMG iComply

With PMG iComply, you can be confident that your policies and procedures will not be an issue—and better yet, they'll actually help your business run more efficiently. That translates to making you more competitive.

PMG iComply supports all stages of the corporate policy and procedure lifecycle, providing an integrated system for enterprise risk management. It bridges the gap between robust policy and procedure development and individual policy review and acceptance by each employee.

Through intuitive, Web-based interfaces, policies and procedures can be developed and assigned directly to those individuals or groups whose job responsibilities are impacted. Individuals are notified of new or revised policies and procedures and are required to review and respond within a predetermined time period. Management can then track and report on compliance down to individual policy, procedure, group or associate.

By providing you with a solution configured to your unique needs and by empowering your own employees—who are the true experts in your business—with the tools to efficiently administer a comprehensive corporate compliance program, PMG iComply enhances your profitability, scalability, accountability and overall workforce satisfaction.

PMG iComply provides the following benefits:

- ❖ The ability to track, test and report on the effectiveness of new or existing policies and procedures
- ❖ Improved overall corporate compliance rates, supported by robust workflow features for policy and procedure exception management
- ❖ Support of ISO, Six Sigma and other quality initiatives
- ❖ Best-practice implementation across all regions and functions of the organization, including operations, finance, human resources, marketing and legal
- ❖ Enhanced communication regarding specific policies through discussion boards or e-mail, facilitating the ongoing exchange of suggestions or questions among the workforce
- ❖ Efficient and accurate distribution of policies and procedures in a uniform format directly to impacted individuals
- ❖ A single, consolidated repository for all policies and procedures, serving as a definitive reference tool for all users
- ❖ The ability to relate data to policies and provide predictive analysis of risk exposure

System Features Include:

- Support for assignment of policies and procedures directly to specific individuals or groups of users whose daily responsibilities are impacted by new or updated information
- Required response times for users to accept assigned or updated policies and procedures
- Robust reporting on assignment and acceptance of policies and procedures by group, category, policy or individuals
- Collaborative workflow for the development, refinement and distribution of new policies and procedures, as well as the ongoing improvement and management of existing policies
- Simple, intuitive user interfaces for policy and procedure browsing, searching, and personalized policies and procedures management
- Tools to associate all relevant information to specific policies and procedures, including Web resources, electronic documents, online training, and business applications
- Online feedback and discussion capabilities to gather suggestions and input from the workforce
- Policy version control and archiving, providing historical information about which policies and versions were in place at any given point in time
- Reporting for historical compliance data
- Support for file attachments and document uploads to be associated with policy content, where applicable
- Provides for single sign-on through integration with existing user network access systems such as Microsoft domain services, LDAP or other HR management packages or custom solutions

Real results: reduced costs, risk, time and effort

By implementing PMG iComply across the enterprise, you can realize both short-term and long-term results.

Significantly reduced costs associated with manual policy management processes

On-line collaboration and Web-based workflow and reporting for policy management replace costly, ineffective manual paper processes, as well as non-trackable "e-mail broadcasts."

Change management controls

PMG iComply provides for significant improvements in change management, reducing costs through fast and accurate communications of change. Benefits are realized through better support of the business needs during merger and acquisition activity, as well as supporting growth activity for businesses establishing new operations, products, and services.


Reduced business risk and exposure

Through a stronger and more qualified workforce policy commitment, businesses can significantly reduce exposure and associated costs such as legal overhead, fines, fees, lawsuits or settlement costs. The platform also reduces "soft" costs associated with negative market exposure due to corporate non-compliance.

Reduced audit time and effort while producing higher quality results

The platform dramatically reduces audit time for corporate compliance. Comprehensive reports can be generated at the click of a button, significantly reducing lost workforce time and effort. Businesses can enjoy reduced external consulting costs and focus efforts on improving the quality of business policies.

Lowered insurance costs, and qualification for higher quality insurance programs

Leveraging detailed reporting and analysis features, businesses can better negotiate insurance programs, including workers compensation, E&O insurance and D&O insurance. 

A recent study conducted by Line56 Research reported that 73.3 percent of IT executives would prefer a single, cross-enterprise infrastructure for on-line information management and delivery.

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