



## **i-wareness<sup>®</sup> Policy Management Centre**

The i-wareness<sup>®</sup> Policy Management Centre (PMC) is a system for publishing all of your organisation's policies. The Policy Management Centre separates large policies into small, easily accessible sections and provides a central archive of data for audit and tracking purposes. It streamlines the review and updating of policy documents therefore reducing the time required to maintain your policy set.

### **The benefits**

The i-wareness<sup>®</sup> Policy Management Centre:

- Provides a central facility for storing, displaying, creating and updating all your organisation's policies
- Streamlines the review and updating of policy documents
- Reduces the time required to maintain your policy set
- Provides a central archive of data for audit and tracking purposes
- Allows users to filter the library of policies according to their job role and requirements
- Policy ownership, document history, content roll-back and versioning ensure a structured and auditable approach to the review and revision process
- It offers 'user-feedback' and 'user-question' facilities that encourage active communication between your employees and the policy owner
- An intuitive management panel allows you a level of visual customisation for the user
- The system can be 'localised' by language and organisational units providing a truly global tool. It can display policies in multiple languages to suit your organisation throughout the world
- The user data function allows you to capture customisable data about your employees for regulatory or audit purposes
- Policy histories can be linked to ISO industry standards allowing a full audit trail
- Notification of policy changes can be sent to users via an automated email facility

### **Key features**

- The Policy Management Centre is populated with your organisation's policies, which are then mapped and indexed, making them fully keyword searchable
- It is published via your company's Intranet allowing easy access for all your employees
- It provides a unique collaborative workspace allowing multiple user online policy review sessions