



policyIQ'S POLICIES & PROCEDURES SOLUTION

Every organization has policies and procedures that guide employee behavior. Many rely on word processing to create documentation, email to send it for review, and shared network drives to make the information available to employees, while some require printed copies in order to make the materials available to remote offices. The process is inefficient, time consuming and provides little oversight.

Truly managing policies and procedures requires a process and a system for authoring, publishing, communicating, testing and continually revising that content. You need a system that automates and controls this process, enforcing the discipline you need for Effective Policy Management™.

policyIQ is that system.

Why policyIQ?

policyIQ is a web-based content and document management system that's used to store any type of business content – not just policies and procedures, but also risks, controls, internal audit workpapers, regulatory content, contracts and other documents. This flexibility and diversity means that you can have a system that works with your process, without the cost or hassle of a custom application.

How does it work?

Using policyIQ, you create Templates for each type of document to ensure consistent formatting, and use the workflow to collaborate on the creation of the content, with a final level to approve the document. If translations are available; policies, procedures and other information can be created in multiple languages. Communication tools such as email and custom dashboards allow you to alert employees when critical content is updated, and you can track if and when those employees read your updated content. Assign, collect and report on annual sign-offs for your critical organizational policies, and eliminate confusion by allowing access to only the latest version of content relevant to your audience.

Solution

Whether you're interested in more efficiently managing corporate policies, finding an online tool for maintaining Environmental Health and Safety documentation, or enforcing version control for your IT policies and procedures, policyIQ will help you to meet your goals.

policyIQ

AT A GLANCE

Web-based content management with solutions for all areas of your business

- Easy to use interface
- No IT Resources required
- Low per-user subscription cost
- Online Forms
- Robust Reporting
- Unmatched Customer Service



Features and Benefits

- Custom templates with custom fields – dropdowns, date, text, number, and currency fields to track information
- Automatically archive old versions
- Expiration dates remind you when policies are expiring or need to be reviewed
- Restrict who can view each policy, who can edit content, and who can create new content
- A customizable folder system to organize your content
- Web-based application makes it easy for remote users or global access
- A check-in/out workflow with version history to publish, unpublish and update your content
- Many-to-many links to fully and accurately join related content
- Electronic sign-off capability to capture employee agreement to policies

policyIQ[®]
by Resources Global Professionals

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Icon	ID	Type	Name
	9480	Policy	Employee Code of Conduct Policy (pending update)
	3383	Policy	Confidentiality Policy
	3380	Policy	Equal Opportunity Employer
	3382	Policy	Office Hours and Performance Guidelines
	3379	Policy	Reporting Discrimination
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Confidentiality Policy

Template: Policy Stage: Published
Version: 3 (8/18/2010) Exp Date: 2/18/2011

Content Attachments/Links (0) Security Folders Alerts (0)

Effective Date: 10/1/2007

Summary Statement:
All employees must adhere to strict confidentiality standards. All information relating to employees, customers, business partners, pricing and discounts, development plans, trade secrets, intellectual property and business practices must be kept confidential.

Every employee will have executed the attached noncompete agreement and should take care to ensure they are following the terms of that agreement at all times. Care should be taken when handling, distributing, and destroying confidential information. Even accidental breaches of confidentiality are subject to disciplinary action.

Detailed Description:
WHEREAS, ABC Company is primarily engaged in the business of developing an Internet-based business knowledge community providing fundamental business education;
WHEREAS, during the course of EMPLOYEE's employment with ABC Company, ABC Company will undertake to train and continue to train EMPLOYEE and to impart to EMPLOYEE proprietary and/or confidential information and/or trade secrets of ABC Company;
WHEREAS, ABC Company desires to procure the services of EMPLOYEE, and EMPLOYEE is willing to enter into employment with ABC Company, upon the terms and subject to the conditions set forth below;
NOW, THEREFORE, in consideration of employment by ABC Company, the disclosure by ABC Company of its proprietary information and/or trade secrets and other good and valuable consideration and intending to be legally bound, EMPLOYEE hereby agrees to be employed by ABC Company, upon the following terms and conditions:
1. At-Will Employment. EMPLOYEE shall be employed at-will and for no definite term. This means that either party may terminate the employment relationship at any time for any or no reason.
2. Full Time and Attention to ABC Company. EMPLOYEE agrees to devote his/her full working time, attention and best efforts to the business of and performance of duties for ABC Company, as required to promote and further the best interests of ABC Company, and to comply with all rules, regulations and instructions established or issued by ABC Company. ABC Company shall be entitled to all inventions, benefits and profits arising from or incident to all work, services or advice of EMPLOYEE. EMPLOYEE shall not, during the term of his/her employment by ABC Company, be engaged in any other business activities without the prior written approval of ABC Company.

Contact Us

Contact us at information@policyIQ.com to speak with one of our team members or to schedule an online demonstration, or visit our website at www.policyIQ.com for more information.

The world's leading businesses trust Resources Global Professionals with their most pressing initiatives. We partner with leaders to drive change across all parts of a global enterprise-and get the work done. Our accomplished professionals have expertise in finance & accounting, information management, risk & compliance, human capital, legal & regulatory, corporate advisory & restructuring, strategic communications and supply chain management. Founded in 1996 within a Big Four firm, RGP is now a publicly traded, multinational company with a CAGR of 16% over the last five years, primarily via organic growth and targeted consultancy acquisitions. We are the operating subsidiary of Irvine, California-based Resources Connection, Inc. (NASDAQ: RECN).

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