

POLICIES AND PROCEDURES



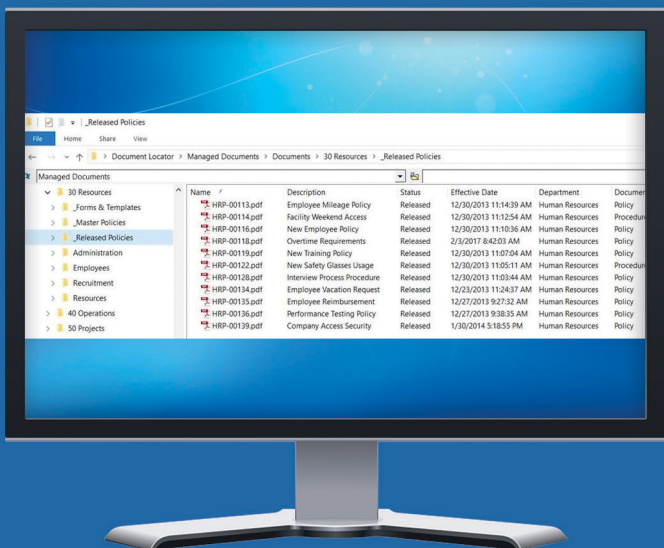
Maintain a well-informed workforce

Prepare, distribute, and gain acknowledgment of important policies and procedures.

Developing, revising, and distributing policies and procedures is time-consuming and prone to error when done manually. Paper is inefficient, and shared folders and email offer no audit trail in support of compliance.

Document Locator is a centralized platform for managing and distributing policies and procedures. As revisions are made, changes are captured and reviews and approvals are recorded. When completed, electronic notifications inform those who must confirm they have read and understand.

By electronically storing and distributing everything from employee handbooks, to work instructions, to corporate policies, staff is always informed and made aware of the most current information. In addition to a more knowledgeable workforce, you mitigate risk by having improved compliance with rules, standards, and regulations.



A clear view of policies

Policies and procedures are centralized where they can be more effectively managed with revision control and approvals.

Organized distribution

Notifications inform the workforce of new and revised policies and procedures, and their acknowledgment is recorded in the system.

Compliance is maintained

Meet regulatory and quality requirements with an efficient, audit-ready approach to policy and procedure management.

See a Demo

www.DocumentLocator.com/HR