



POLICYMATTER SOFTWARE ENSURES FAST DISTRIBUTION, ACCEPTANCE & UNDERSTANDING OF CORPORATE POLICY CHANGES & EMERGENCY BULLETINS TO CURB COMPLIANCE & AUDIT INFRACTIONS

PolicyMatter delivers:

- Compelling, "must see" presentation of policies
- Ensure understanding of policy
- Track receipt of and agreement to policy
- Distribute simple amendments to policy
- Effective reaffirmation of policy
- Different policy versions to different users
- Ability to highlight ambiguities in policies

Company Policies that are outdated, misunderstood or simply ignored cause expensive compliance liabilities. PolicyMatter is a software solution that protects you from compliance infractions by automating the delivery, acceptance & auditing of Corporate Policies ensuring employees have read, understood and signed-up to them. The goal is to make sure that damaging email does not even get written!

An Ounce of Prevention....

A tidal wave of regulatory and security demands has relentlessly driven up the cost of achieving compliance. Accountability rules have made individual board members responsible for the actions of their employees. And across the enterprise the responsibilities of compliance and security officers have massively increased. Against this background, senior management has little visibility of policy understanding, acceptance or compliance and no way to demonstrate that a sound Company Policy Distribution process has been implemented.

Furthermore, to respond to fast changing legal regulations, many corporate policies need to be refreshed more quickly and more often. The traditional method of sending a policy out for signature once a year or pointing the employee to the intranet are insufficient to demonstrate auditability and understanding of the policy or a policy change.

The PolicyMatter rules-engine can be configured to force a user to review and accept a Policy, so use it for distributing your time-critical policy changes and emergency bulletins:

- Codes of Conduct
- Audit/Compliance/Risk Management procedures
- Immediate Legal-Hold notifications
- Conflicts of Interest
- IT Security, Network, Email & Web Acceptable Use
- Personal Trading/Insider Trading
- Legal & HR Policy Changes
- Anti Money Laundering
- Procurement and Fair-competition
- Gifts
- Call Center procedures

Clear, Effective Presentation

PolicyMatter delivers policies and policy changes to employees at the desktop, either when they login, via an email link or by integrating with your existing infrastructure. They can then read and agree to the policies that relate to their own role and also access their own personal policy library, a store of all the policies they have read and signed up to, or may need to access for future reference. Policies are mostly presented when a change happens - when a new starter joins, when policy is changed, or if someone changes roles.

| Policy Name | Action Required | Info | Deadline |
|---|----------------------------|----------------|-----------------|
| Data Protection Policy | CLICK TO ACTION - REQUIRED | 1 new clause. | Fri 12 Aug 2005 |
| Money Laundering - Verification of Identity | CLICK TO ACTION - REQUIRED | 2 new clauses. | Fri 12 Aug 2005 |
| Revenue Reporting | CLICK TO ACTION - REQUIRED | 2 new clauses. | Mon 15 Aug 2005 |
| Internet Usage Policy | CLICK TO ACTION - REQUIRED | 6 new clauses. | Mon 15 Aug 2005 |
| Email Usage Policy | CLICK TO ACTION - REQUIRED | 4 new clauses. | Thu 18 Aug 2005 |
| FOI General Exemptions | CLICK TO ACTION - REQUIRED | 6 new clauses. | Tue 23 Aug 2005 |
| Discrimination and Harassment | CLICK TO ACTION - REQUIRED | 4 new clauses. | Tue 23 Aug 2005 |
| Treasury banking transactions | CLICK TO ACTION - REQUIRED | 5 new clauses. | Tue 23 Aug 2005 |

More Information:
www.re-soft.com/pm

Technical Specification

- server-based, no client-side installation involved, other than standard web browser
- standards-based design e.g J2EE 1.4™, XML
- supports all leading browsers and operating systems

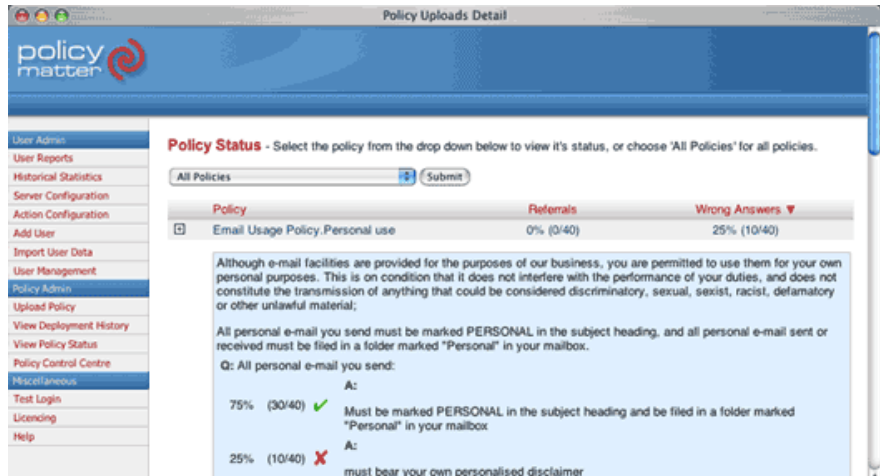
Recommended minimum spec:

- dedicated P4 server or equivalent
- 1 GB RAM

To save employees from having to read a lengthy policy to find just one new clause, PolicyMatter can present a policy with the change highlighted. Alternatively, you can have a policy automatically re-presented every few months.

Proving policy understanding and acceptance

A policy to which a user has agreed is ineffective if the users doesn't understand what they've agreed to. Moreover, proving misuse becomes arduous unless an organization can demonstrate agreement and comprehension



PolicyMatter addresses this need by:

- Optional testing of user understanding through randomized, multiple-choice questions
- Periodically re-presenting important policies to reinforce understanding
- Automatically identifying users who fail to demonstrate understanding
- Addressing insufficient scores through a variety of configurable methods e.g. re-presenting policy, explaining policy, emailing an administrator, directing to further information or, where appropriate, denying system access or logging a user off.
- Enabling a feedback mechanism for users to challenge or question policy.

Auditing and tracking acceptance & understanding across the enterprise

Policy acceptance needs to be visible as a high level overview or with detail. PolicyMatter generates reports to illustrate effectiveness of policy deployment, demonstrate acceptance and understanding of policies and provide audit trails for individual users.

