

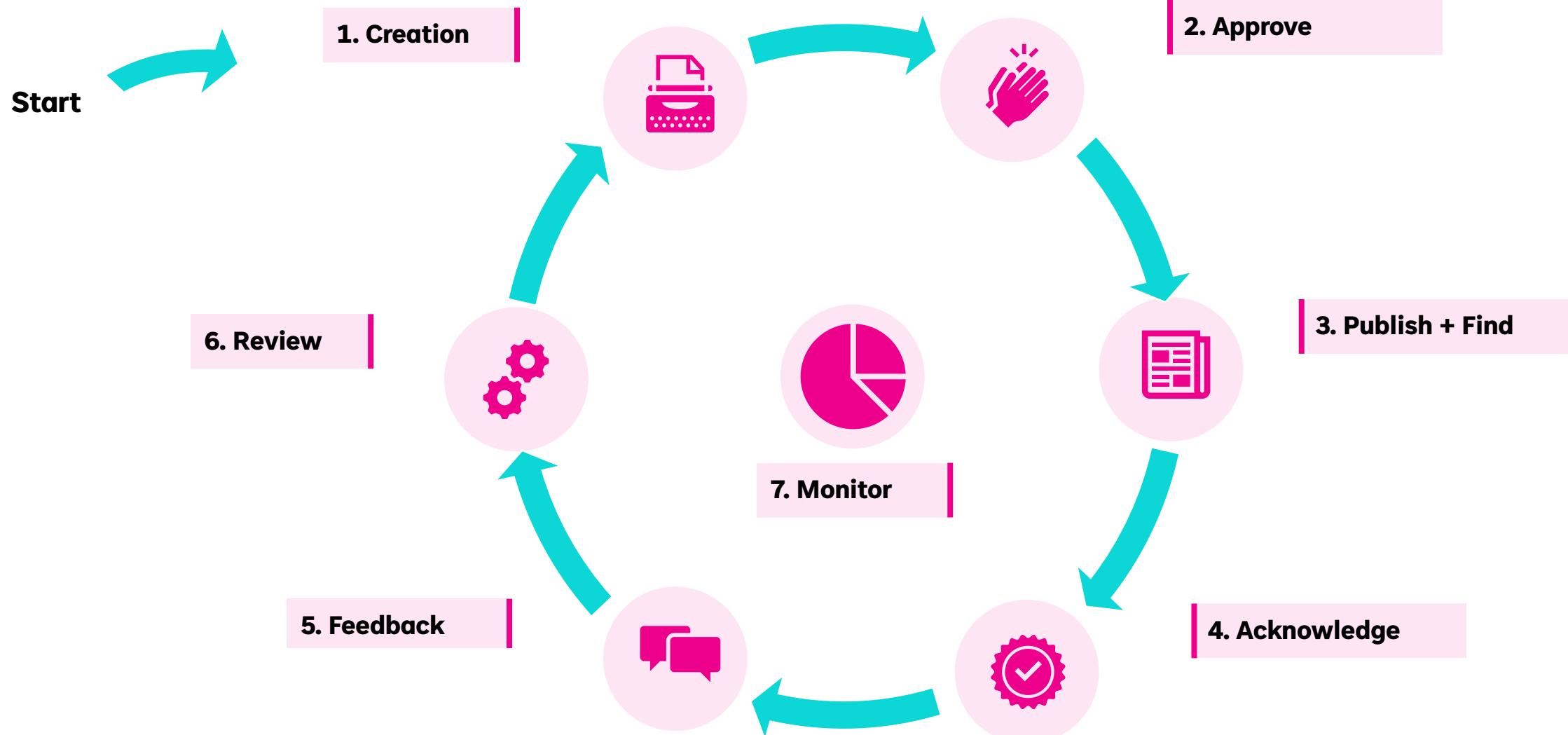


# Policy Express for Microsoft 365

Explore • Explain • Experience • Expand • Expert



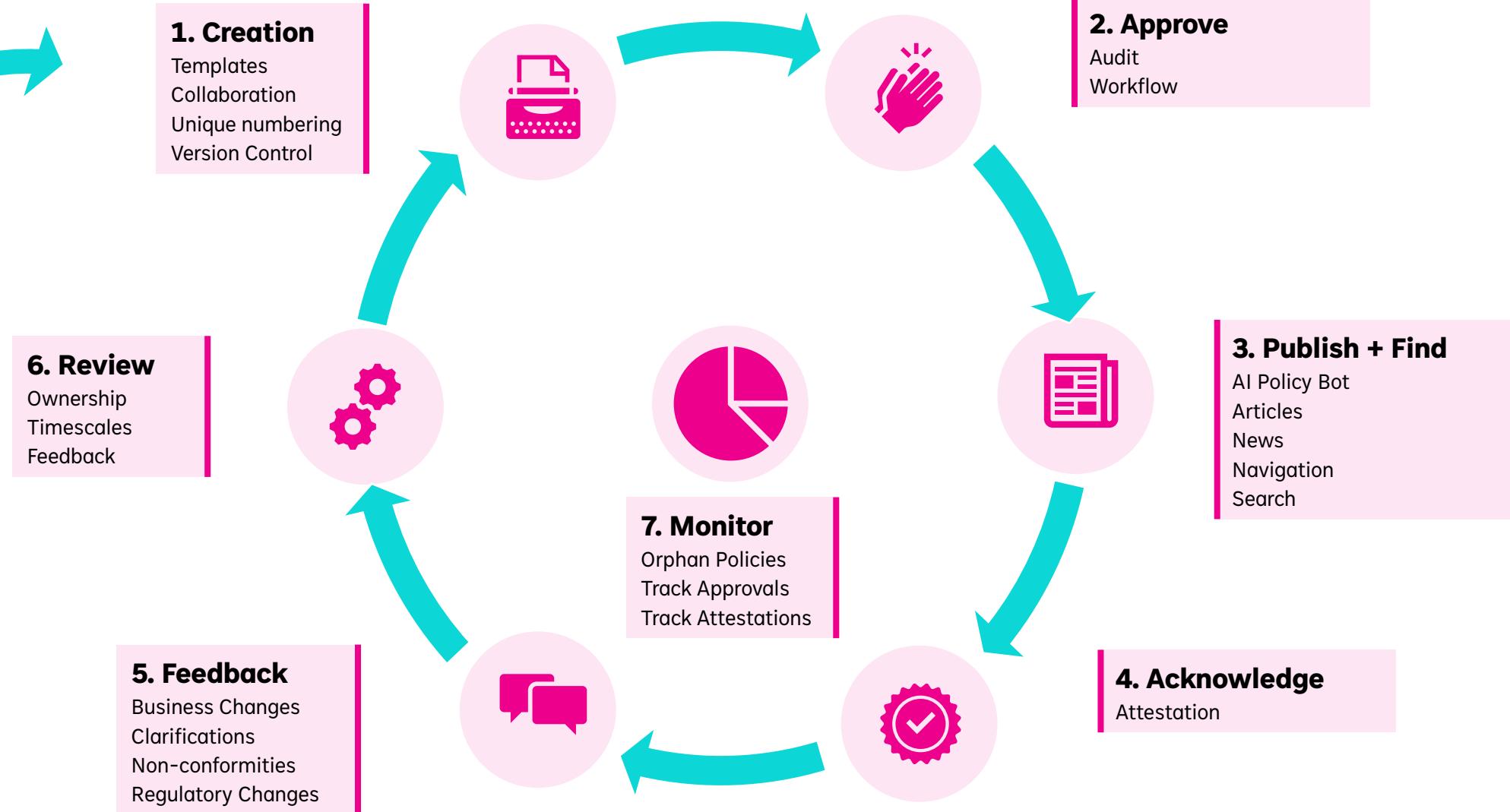
# Policy Life Cycle



# Policy Life Cycle



Start



# 1. Creation



## Policy Templates

Publish and start from templates in the Policy Hub or drag-and-drop existing policies

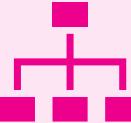
+ New ▾



Folder



Policy Template



## Tag and Categorise

Configured taxonomy to reflect your organisation

Keywords (DMS)

Family Leave X Absence and Leave

Owners (DMS)

Absence and Leave  
in Keywords

DS Diego Siciliani X

Enter a name or email address



## Unique Reference

Automatic numbering for each document



Name ▾



Employee Handbook – Data Protection.docx

Document Number ▾

Department ...

IEXP-CP-P-02

Compliance



Employee Handbook – Whistleblowing Policy.d...

IEXP-CP-P-01

Compliance

## 2. Approve

### Approval Process

- Stage 1: Assign first approver
- Stage 2: Optionally assign to second approver
- Stage 3: Optionally log Board/Committee approval
- Stage 4: Convert to PDF & Publish to Hub



### Audit

Each action is logged by time & user

### Send For Approval / Publish

- First Approval
- Second Approval
- Auto Publish

#### Approval Action

Send for Approval:

Equality, Diversity and Inclusion.docx

#### Approver(s):

Amelia B, Chloe A

#### Second Approver(s):

Rupert S

**Send for Approval**

#### Questions?

- Contact [Rupert](#)



## 3. Publish + Find



## News

For urgency &  
visibility



## Navigation

## Drill down journey



## Pages

For reference and in context



## Search

Indexed for filters  
and free-text

## Search Filters

Type ^

AND/OR

Search a value...

Policy

**Apply** **Clear**

## Department ^

AND/OR

Search a value...

HR

**Apply** **Clear**

## Search Results

 [Employee Handbook – Shared Parental Leave](#)  
**Megan Bowen** January 19, 2022  
may make up to three requests for **leave**, including any changes to previously booked **leave** • a request for a continuous period of **leave** becomes ...  
↳ [HR Policy Family Leave](#)

 [Employee Handbook – Special Leave Policy & Procedure](#)  
**Megan Bowen** January 19, 2022  
details of the Company's policy towards special **leave** which falls outside the scope of all other types of **leave** already provided for in this Employee Handbook ...  
↳ [HR Policy Absence and Leave](#)

 [Employee Handbook – Paternity Leave and Pay](#)  
**Megan Bowen** January 19, 2022

### 3. Publish + AI



#### Policy Bot

Natural Language  
AI Search

Rupert S

what is our annual leave policy in 5 bullet points and no more than 100 words

Bot

Here are five key points from the annual leave policy:

1. **Annual Leave Entitlement:** Employees must retain enough days to cover any company shutdown periods [1].
2. **Leave Approval:** All leave must be pre-authorized via the company's online system [1].
3. **Public Holidays:** Employees may need to work on public holidays and will receive a day's leave in lieu [1].
4. **Untaken Leave:** Generally, untaken leave cannot be carried forward unless approved by a Director [2].
5. **Holiday Pay:** Employees will receive their normal pay during annual leave [1].



Employee Handbook – Absence, Leave and Flexible Working.pdf

<sup>1</sup>. AI Search requires an Azure Subscription and Success Service Contract

# 4. Acknowledge



## Assign

Define your audience by group or individual



## Attest

Assignees acknowledge the document within the browser



## Track

Report on signing status

Document Acknowledgement - Enterprise Policy Framework

Documents for Review

| Document                              | Version | Due Date   |
|---------------------------------------|---------|------------|
| Travel Policy.pdf                     | 1.0     | 31/12/2024 |
| Environmental Policy.pdf              | 1.0     | 31/12/2024 |
| Equality, Diversity and Inclusion.pdf | 1.0     | 31/12/2024 |

Document: Equality, Diversity and Inclusion.pdf [Open in New Window](#)

1 / 20

Resolving Issues in the Workplace - Equality, Diversity and Inclusion

**Policy: Resolving Issues in the Workplace - Equality, Diversity and Inclusion**

| Reference     | IEXP-HR-P-0002      | Author            | Rupert Squires      |
|---------------|---------------------|-------------------|---------------------|
| Category      | HR                  |                   |                     |
| Approved By   | Ben L               | Approved By (2)   | Ben L               |
| Approved Date | [Approved Date (1)] | Approved Date (2) | [Approved Date (2)] |

**1 Policy Statement**

**1.1 Introduction**

We are an equal opportunities employer. We are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination. The aim of this policy is to ensure that no applicant or member of staff receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.

I acknowledge that I have read and understood the document [Confirm](#)

# 5. Feedback



**Change**  
Updates to  
processes &  
procedures



**Clarifications**  
Drill down



**Non-conformities**  
For reference and in  
context



**Regulatory  
Changes**  
Indexed for filters  
and free-text

**Document Feedback**

Provide Feedback Submit

Document: BCorp Policy.pdf Open in New Window

1 / 2

\* Priority: High

\* Feedback Type: Find items

\* Feedback: I notice we have mentioned solar power?

Attachments: There is nothing attached. Attach file

**Policy: BCorp Policy**

Reference: IEXP-CP-P-0006 Version: 1.2  
Approved By: Rupert S Approved Date: 30/07/2024

**1 Purpose**  
The purpose of this policy is to outline our commitment to the principles and standards of a Certified B Corporation (B Corp). This policy aims to ensure that our business practices align with the B Corp values of social and environmental performance, accountability, and transparency.

**2 Scope**  
This policy applies to all employees, departments, and stakeholders of [Company Name] who contribute to and support our B Corp objectives and commitments.

**3 Definitions**  
**B Corporation (B Corp):** A certification for businesses that meet the highest standards of verified social and environmental performance, public transparency, and legal accountability.

**Stakeholders:** Individuals or groups that are affected by or have an interest in the operations and decisions of [Company Name], including employees, customers, suppliers, community members, and shareholders.

**4 Policy Statement**

**4.1 Rules and Guidelines**

- Social and Environmental Performance:** Commit to continuous improvement in our social and environmental impact, ensuring our operations and practices benefit all stakeholders.
- Accountability:** Hold ourselves accountable to the highest standards of business ethics and corporate governance.

# 6. Review



## Assign

Each controlled document has an assigned owner or owners



## Reminders

A sequence of reminders sent to the owner(s) prior to the review date.



## Feedback

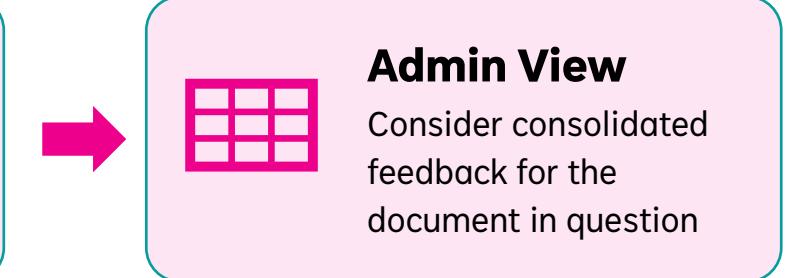
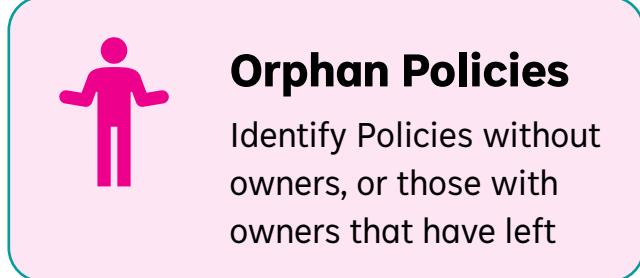
Consolidated feedback for the controlled document in question

| Document Number | Owners (DMS)  | Next Review Date |
|-----------------|---------------|------------------|
| IEXP-IS-P-02    | Allan Deyoung | → 31/12/2022     |
| IEXP-IS-P-01    | Allan Deyoung | ⊗ 31/12/2021     |
| IEXP-IS-T-01    | Allan Deyoung | ⌚ 18/02/2022     |

## Feedback

| Title   | Status     | Policy   | Feedback Type   | Description  |
|---|------------|--|-----------------|--|
| Status : 1. Open (1)<br>Can I use an iPad mini for email? | 1. Open    | [IEXP-IS-P-02] Employee Handbook – Bring your own Device Policy.docx | Clarity         | Thank you  |
| Status : 2. Pending (1)<br>What constitutes a device      | 2. Pending | [IEXP-IS-P-02] Employee Handbook – Bring your own Device Policy.docx | Clarity         | Are smart watches covered by the BYOD policy, I fear they may be a security risk |
| Status : 4. Closed (1)<br>Update on Vaping                | 4. Closed  | [IEXP-HR-P-10] Employee Handbook – Smoke-Free Policy.docx            | Business Change | Policy needs to reflect Vaping in the office garden                              |

# 7. Monitor



Document Masters

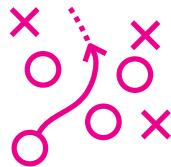
| Name   | Document Number | Department | Next Review Date | Owners (DMS)    | Type (DMS) | Keywords (DMS)             |
|--|-----------------|------------|------------------|-----------------|------------|----------------------------|
| <b>Department (DMS) : Compliance (3)</b>       |                 |            |                  |                 |            |                            |
| Employee Handbook – Anti-Corruption and Bri... | IEXP-CP-P-03    | Compliance | → 30/11/2023     | Joni Sherman    | Policy     | Business Policy            |
| Employee Handbook – Data Protection.docx       | IEXP-CP-P-02    | Compliance | → 16/10/2022     | Joni Sherman    | Policy     | Business Policy            |
| Employee Handbook – Whistleblowing Policy.d... | IEXP-CP-P-01    | Compliance | → 05/05/2023     | Patti Fernandez | Policy     | Business Policy            |
| <b>Department (DMS) : Finance (1)</b>          |                 |            |                  |                 |            |                            |
| Employee Handbook – Expenses Policy and Pro... | IEXP-F-P-01     | Finance    | → 24/02/2022     | Pradeep Gupta   | Policy     | Business Policy            |
| <b>Department (DMS) : HR (11)</b>              |                 |            |                  |                 |            |                            |
| Employee Handbook – Adoption Leave.docx        | IEXP-HR-P-12    | HR         | → 31/12/2022     | Diego Siciliani | Policy     | Family Leave               |
| Employee Handbook – Alcohol and Drugs Polic... | IEXP-HR-P-08    | HR         | → 11/01/2024     | Diego Siciliani | Policy     | Health and Safety          |
| Employee Handbook – Flexible Working.docx      | IEXP-HR-P-22    | HR         | → 24/08/2023     | Megan Bowen     | Policy     | Benefits Work Life Balance |

# Feature List



| Stage           | Feature   | Included   |
|-----------------|---|--|
| Creation        | <b>Templates:</b> Policy Templates appear in SharePoint                         | <input checked="" type="checkbox"/>              |
|                 | <b>Classification:</b> Department, Document Type and Keywords + Your Fields     | <input checked="" type="checkbox"/>              |
|                 | <b>Policy Identification:</b> Unique Numbering                                  | <input checked="" type="checkbox"/>              |
| Approval        | <b>1 &amp; 2 Stage Approvals:</b> Optionally restrict to known users            | <input checked="" type="checkbox"/>              |
|                 | <b>Audit Trail:</b> Approval History  | <input checked="" type="checkbox"/>              |
|                 | <b>Delegated Approval:</b> Committee & Board Approval                           | <input checked="" type="checkbox"/>              |
|                 | <b>Non-material change:</b> For quick publishing                                | <input checked="" type="checkbox"/>              |
| Publishing      | <b>PDF:</b> Optional Auto-Conversion to PDF                                     | <input checked="" type="checkbox"/>              |
|                 | <b>Policy Hub:</b> Navigation, Text and Filtered Search                         | <input checked="" type="checkbox"/>              |
|                 | <b>AI Search:</b> Policy Bot and News Agent <sup>1</sup>                        | <input checked="" type="checkbox"/> <sup>1</sup> |
| Acknowledgement | <b>Policy Attestation:</b> Employees to attest/acknowledge assigned policies    | <input checked="" type="checkbox"/>              |
|                 | <b>Attestation Reporting:</b> Acknowledged and outstanding                      | <input checked="" type="checkbox"/>              |
| Feedback        | <b>Feedback Capture:</b> Amends and Clarifications                              | <input checked="" type="checkbox"/>              |
| Review          | <b>Review Reminder:</b> Expiring Policy Owner Notification emails               | <input checked="" type="checkbox"/>              |
|                 | <b>Administration Report:</b> Expiring Policies View                            | <input checked="" type="checkbox"/>              |
|                 | <b>Aggregated Feedback:</b> For Policy Owners                                   | <input checked="" type="checkbox"/>              |
| Monitor         | <b>Management Dashboard:</b> Chart view <sup>2</sup>                            | <input checked="" type="checkbox"/> <sup>2</sup> |
|                 | <b>Orphan Policies:</b> Ownership report mapped to Microsoft 365 licenced users | <input checked="" type="checkbox"/>              |

# Success Service



## INCIDENTS

Guidance  
Minor Modifications <sup>1</sup>  
Solution support



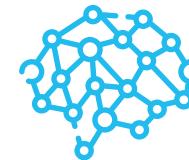
## TRAINING

Administrator Training <sup>2</sup>  
Policy Owner Training <sup>2</sup>



## ENHANCEMENTS

New Features



## AI

News Agent  
Policy Bot



## QUARTERLY REVIEWS

Microsoft Updates  
Technology Trends  
Service Health  
Solution Updates



<sup>1</sup> Unlimited 30-minute calls with up to two named users | <sup>2</sup> Three sessions per year in total

# Financial investment



## Solution Investment

| Solution   | Cost                        |
|--|-----------------------------|
| <b>Policy Express Packaged Solution</b> <ul style="list-style-type: none"><li>Deployment</li><li>Configuration</li><li>Training</li><li>Lifetime Perpetual License for Standard Features</li></ul> | <b>£10,950 / US\$13,950</b> |

## On-Going Investment <sup>1</sup>

| Expert Success  | Investment (Monthly)  |
|---|-----------------------|
| <ul style="list-style-type: none"><li>Expert Success Service – Express</li><li>Additional Power Users (2 included) @ £50 / US\$60 per user per month</li><li>Required for AI Features</li></ul> | <b>£250 / US\$325</b> |

<sup>1</sup> Only required for Year 1 | Expert Success runs on a 12-month contract



# Policy Express Deployment



# Engagement Plan



| Week   | Activity                  | Detail   | Who   |
|--|---------------------------|--|---|
| <b>Demo and Q&amp;A</b><br><br> | 1                         | <b>Kick Off Call</b>   | Planning call with our Project Manager.                 |
|  | 1-2                       | <b>M365 Environment Setup</b>                                  | Guided tenant setup for solution installation.          |
|  | 2                         | <b>Solution Workshop</b>                                       | Two-hour workshop to agree configuration.               |
|  | 3                         | <b>Solution Deployment</b>                                     | Deployment, configuration, and testing of the solution. |
|  | 4                         | <b>Solution Playback</b>                                       | Walkthrough of your configured solution.                |
| <b>Success Service Starts</b>  |                           |  |   |
| 5+   | <b>Training</b>           | Owner + Approver Training.<br>Solution Administrator Training. | Joint   |
| 5+   | <b>Content Population</b> | You to add your content supported by our success Service       | Joint   |
| 5+   | <b>Launch</b>             | Users can now easily access the policies they need.            | You   |

# Why Policy Express?



Benefits

1

## Functionality

- Automates **data-driven approval workflows**.
- Includes powerful **search, acknowledgment**, and **feedback** features.
- Provides **management dashboards** to monitor compliance.

2

## Platform

- Seamlessly **integrates with your existing Microsoft 365 environment**.
- Ensures all your **data stays within your tenant**.

3

## Fully Inclusive

- One fixed fee includes a **perpetual licence** for all standard functionality.
- Covers **deployment, configuration & training**.

4

## Support

- **Expert Success** service provides ongoing peace of mind, including **future updates**.
- Required only for Year 1.
- Includes AI features such as **Policy Bot**, and **News Agent**.

Commercial

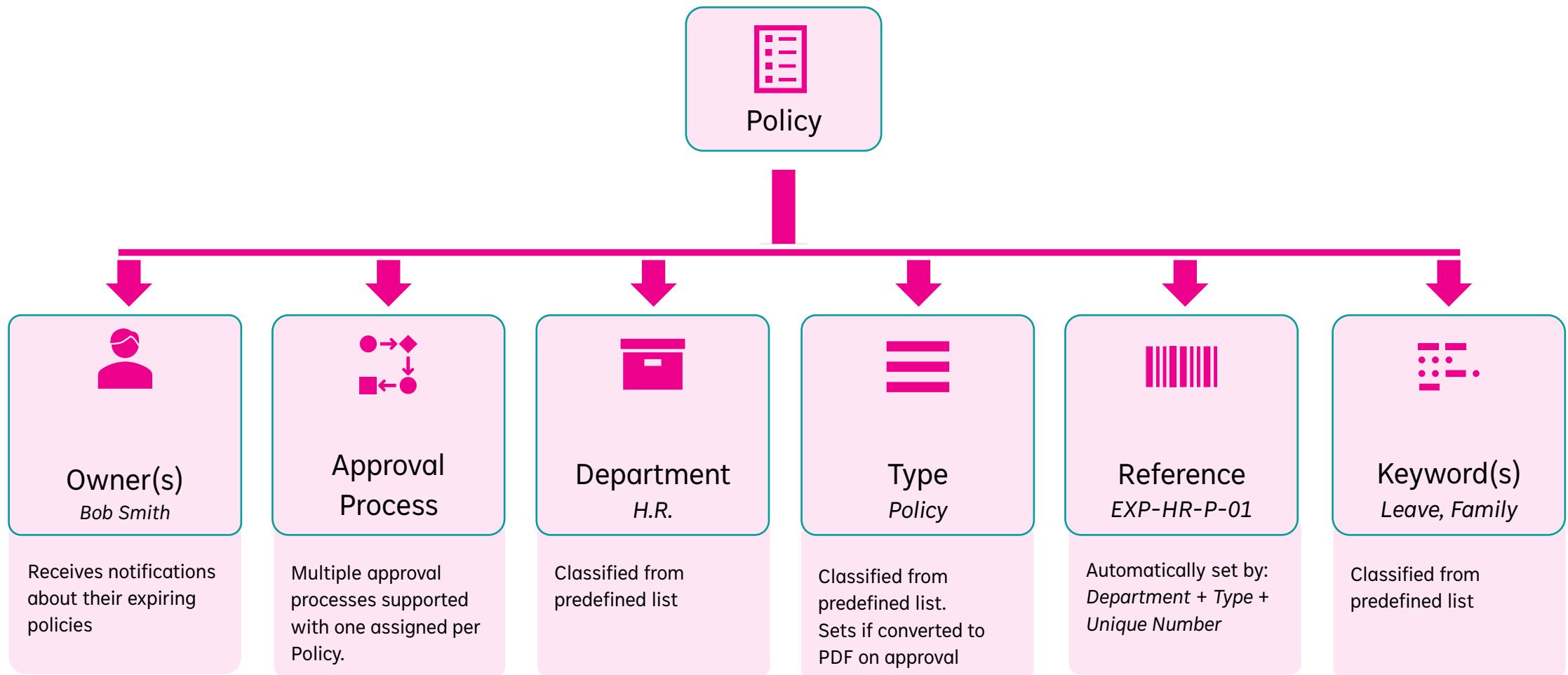


# Policy Classification + Approval Process

Classification | Approval Process Steps



# Understanding Policy Classification



*Additional fields can be added to reflect your classification needs*

# Approval Process Scenarios



## SME Approval Process (Subject Matter Expert)

- Where the person, or group of people, who approve policies are known in advance
- Groups are set for each department and each approval step



## Freeform Approval Process

- Where the approver(s) are not known in advance
- The user is empowered to select the right person(s) in the organisation



## Delegated Approval Process

- Where the requestor is approving the process on behalf a board / committee
- Can be added to either of the SME or Freeform processes or be standalone



## Non-Material Change Approval Process

- No formal approval process required
- Can optional push out next review date

*The Delegated Approval Process can be appended to the both the SME and Freeform Approval Processes*

# SME Approval Process



## Step 1: SME Approval

- Requestor assigns to one or many 1<sup>st</sup> Level Department Approvers
- Configured as “First Approves” or “Everyone must approve”

## Step 2: SME Approval (Optional Step)

- Either
  - User assigns to one or many of the predefined Approvers
  - Automatically goes to all predefined Approvers
- Configured as “First Approves” or “Everyone must approve”

## Step 3: Delegated Approval / Board Approval (Optional Step)

- User approves the policy on behalf someone else
- Date and “behalf” data is collected

## Step 4: Automatically Publish

- At a “Document Type” level, documents can be selected to be automatically converted to PDF before publishing
- The Finalised Document is now published to the Policy Hub



# Freeform Approval Process



## Step 1: Freeform Approval

- Requestor assigns to one or many Approvers selected from the employee directory
- Configured as “First Approves” or “Everyone must approve”

## Step 2: Freeform Approval (Optional Step)

- Requestor assigns to one or many Approvers selected from the employee directory
- Configured as “First Approves” or “Everyone must approve”

## Step 3: Delegated Approval / Board Approval (Optional Step)

- User approves the policy on behalf someone else
- Date and “behalf” data is collected

## Step 4: Automatically Publish

- At a “Document Type” level, documents can be selected to be automatically converted to PDF before publishing
- The Finalised Document is now published to the Policy Hub



# Delegated (Manual) Approval Process



## Step 1: Delegated Approval / Board Approval

- User approves the policy on behalf someone else
- Date and “behalf” data is collected

## Step 2: Automatically Publish

- At a “Document Type” level, documents can be selected to be automatically converted to PDF before publishing
- The Finalised Document is now published to the Policy Hub



# Non-Material Change Approval Process



## Step 1: Non-Material Change Approval

- User approves the policy with comments
- Optionally the next review date is updated

## Step 2: Automatically Publish

- At a “Document Type” level, documents can be selected to be automatically converted to PDF before publishing
- The Finalised Document is now published to the Policy Hub





# Ready to take the next step?



**ANY QUESTIONS, GET IN TOUCH WITH US...**

0330 133 2434 | hello@informationexp.com | Book a Meeting