

Policy Distribution Management Solution

Background

Many compliance and ethics officers are challenged to distribute critical policies to employees, vendors and contractors. Equally important is how to receive acknowledgement that the learner has read and understood the content.

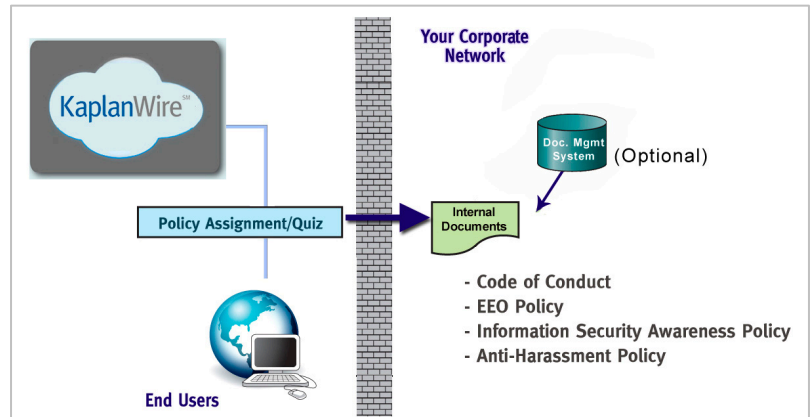
To help you improve comprehension related to documents, KaplanWire offers the **Policy Distribution Management Solution**, powered by Kaplan EduNeering's Critical Information Control System® (CICS) tool with QuizCreator.SM

Streamlining the Policy Assignment Process

Available on the KaplanWire platform, our Policy Distribution Management solution allows you to deliver, test, document and report on sensitive employee communications throughout your company. You simply build an assignment and enter the server address for the specific compliance policy. You can then:

- **Gather and disseminate:** Link policies from multiple sources and disparate systems — Internet, company intranet, document management systems — and make them all easily accessible from one place. You can also choose to have these documents hosted on our secure server, to address IT firewall issues.
- **Assign:** Make assignments to targeted users that link directly to the policy, so that it opens in a new browser window, enabling the user to read online.
- **Confirm:** After the user reads the policy and closes the window, they can acknowledge individual receipt through e-signature, which creates a permanent audit trail in the system and also creates a time-stamped historical record within the individual's personal history.

Automate Your Code of Conduct Certification programs and other critical compliance policies



- **Assess and assure comprehension:** You can author quizzes to be completed after the policy is opened, and before an employee signs off, to ensure understanding and comprehension of the content.
- **Remediate:** Remediate individual employees, departments or entire sites based on measured knowledge gaps.
- **Integrate:** This solution can be integrated with your existing document management system so that when content is updated, new assignments are automatically generated to specific end users.

Kaplan EduNeering's Policy Distribution Management Solution enables the delivery of policies and other documents to one or many individuals via desktop, kiosk-based computers or hand-held devices.

Workers have the opportunity to obtain the specific knowledge needed at exactly the time most appropriate to meet your business need.

For More Information

Please contact a Kaplan EduNeering representative at 877-EDU-NEER (877-338-6337) or visit us at www.kaplaneduneering.com.