



# PolicyTech™ Policy & Procedure Management: Third Party Module

## *Enable Your Third Parties to Attest to Policies*

People outside of your organization such as vendors, freelance workers, contractors and auditors often need to access your internal policies and procedures to provide input on the creation of a policy or attest to certain documents. However, many document and policy management systems do not allow external users to enter an organization's system. Because organizations are responsible for the actions third parties working on their behalf, this could expose the organization to unnecessary liability and risk. Ensuring that outside parties have easy and appropriate access to documents in your policy management system helps mitigate risk from third party actions.

### **The PolicyTech Solution**

As a part of NAVEX Global's PolicyTech solution, the Third Party Module enables administrators to invite and manage contacts in their program, whether the contact is inside or outside of the organization. The Third Party Module allows administrators to upload contacts individually or as a group, so these parties can be integrated into an existing workflow that has already been established in PolicyTech.

Feature	Benefit
Add Vendors as an Account	Give outside vendors the ability to access documents within your PolicyTech instance.
Add Third Party Users through an Excel Import	No need to retype contacts into the system. Simply import a spreadsheet of contacts.
Assign Third Parties to Write, Read or Attest to a Document	Integrate third parties into the workflow you already have set up within your system.
Notify Third Parties by Email	Keep third parties up to date with notifications and alerts on tasks and policies.
Group Third Parties for Automated Document Management	Manage multiple vendors as a group to assign them to particular workflows or document permissions without having to manually enable permissions for each individual.
Compatible with SharePoint™	PolicyTech enhances an organization's SharePoint environment with specific policy management capabilities. For example, the PolicyTech federated search helps you easily locate policies within SharePoint.

## Are You Confident In The Compliance Of Your Third Parties?

The PolicyTech Third Party Module is a key component of ensuring your third parties are attesting to your policies, but third party risk often goes beyond attestation. Third parties and partners should be proactively screened for risk with a due diligence program. Ask one of our compliance experts about how you can identify, assess, mitigate and monitor the risks presented by the relationships with your third parties through NAVEX Global's RiskRate Enterprise Due Diligence platform (or solution).



### ABOUT NAVEX GLOBAL

NAVEX Global's comprehensive suite of ethics and compliance software, content and services helps organizations protect their people, reputation and bottom line. Trusted by 95 of the FORTUNE 100 and more than 12,500 clients, our solutions are informed by the largest ethics and compliance community in the world.