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## **POLICY MANAGEMENT**

Corethix offers organisations a powerful, cloud-based solution for managing their internal policies, ensuring compliance, and mitigating conduct risks across all levels of the enterprise. Partnering with Cyclopedic Consulting, organisations gain both advanced policy management technology and expert support in all aspects of conduct risk, governance, risk, and compliance—especially when it comes to developing and drafting tailored policies that meet unique operational and regulatory needs.

### **Effective Policies and Procedures**

Organisations need to use policies and procedures to set out their expectations of standards and behaviour. These policies provide clear direction for employees, contractors and suppliers to operate under and the organisation needs to enforce those standards of behaviour where required.

The policies and procedures need to be clearly communicated to all relevant stakeholders within the organisation to ensure that employees, contractors and suppliers understand their roles and responsibilities in adhering to the policies.

### **The Value of Policy Management with Corethix**

Every organisation faces potential conduct risks such as fraud, corruption, conflicts of interest, and employee misconduct. Corethix is designed specifically to help proactively manage these risks by centralising all policy documentation, automating



policy updates, and ensuring comprehensive policy attestation. Key features and benefits include:

- **Central Repository:** Organisations need to use policies and procedures to set out their expectations of standards and behaviour. These policies provide clear direction for employees, contractors and suppliers to operate under and the organisation needs to enforce those standards of behaviour where required. The policies and procedures need to be clearly communicated to all relevant stakeholders within the organisation to ensure that employees, contractors and suppliers understand their roles and responsibilities in adhering to the policies.

*The Corethix policy module provides a central cloud based repository for managing Policies, Procedures, Guidelines, and any other documents.*

*There is no limit to the number Policies or documents which can be easily uploaded and assigned to specific employee groups or locations.*

- **Automated Updates:** All organisational policies need to be routinely reviewed and updated to ensure that they match the strategic direction of the organisation and current legislative requirements.

*Corethix monitors when policies require updating and alerts the policy owner in advance. Expired policies can be archived for historical records and future investigations.*

- **Accessibility:** All policies and procedures need to be easily accessed by employees, contractors and suppliers otherwise, they may not be aware of what is, or is not, acceptable behaviour in the workplace. That means storing policies on an internal intranet can be a problem as it does not allow contractors and suppliers to have access, plus employees will have difficulty with mobile accessibility to view policies whilst away from the organisation.

The best solution is to use a cloud based software platform to provide access for all employees, contractors and suppliers which will also allow access by mobile devices.

*Corethix is a cloud based software platform that allows easy access for all employees, contractors and suppliers anywhere, anytime and on any device.*



- **Attestation:** Policy attestation refers to the process of verifying and ensuring employees, contractors and suppliers have read and understood the policies within an organisation.

It helps ensure that policies are understood, implemented, and adhered to, thereby promoting a culture of compliance and conduct risk mitigation.

The best way to monitor policy attestation, is to record all user interactions with the policies and procedures and to keep a record of each employee, contractor and suppliers acknowledgement of having read and understood the policies and procedures (policy attestation).

*Corethix advises employees when new policies are launched and whether a policy requires attestation. Employees log in to their Corethix homepage and after downloading, attest that that they have read and understood the policy.*

- **Employee Engagement:** It is important to be able to easily monitor and analyse employee engagement and attestation of policies so that, if required, follow up actions can be implemented.

This requires employee interaction and attestation details to be recorded and presented in a format that highlights where employee interactions with policies is lagging. Follow up actions can then be implemented with those employees when attestation has not occurred.

*Corethix has a detailed policy dashboard that provides a real-time display of key data of employee engagement to allow proactive management and follow up of policy attestation. The dashboard highlights problem areas such as low attestation rates and policies requiring updating as well as a library of historical data.*

- **Knowledge Testing:** In addition to monitoring policy attestation, testing of user's knowledge of policies is an additional method to confirm that policies have been read and understood. This can be achieved by sending out surveys to each employee which include questions relating to their relevant policies, and then analysing the results to identify if there are any knowledge gaps. The results of the surveys need to be recorded to document the policy understanding for all employees, contractors and suppliers for future review and detailed analysis.



*Corethix includes a Surveys module which can be configured to test employees knowledge of the policies. Results of the surveys are detailed on the Corethix dashboard and can be used to gauge each employees policy understanding.*

- **Continuous Improvement:** The success of any programme to manage policies and attestation requires a regular review of all the key elements to proactively ensure compliance with policies and procedures and to identify in advance any potential problem areas.

Details of policies that need to be updated and checked for compliance, employees' attestation of policies, the results of employee policy surveys, should all be recorded and able to be easily analysed.

This is best achieved by having a real-time dashboard with analytics to provide a real-time display of all the key data to allow proactive management, up to-date reporting and an audit trail of historical data.

This provides a very effective way to help organisations take the first step in managing conduct risk by proactively managing policies and attestation.

*Corethix has been specifically designed to help any size organisation proactively manage policies and policy attestation.*

### Cyclopedic Consulting: Beyond Technology to Expert Policy Support

While Corethix delivers best-in-class policy management infrastructure, the journey to robust compliance starts with well-drafted, customised policies. This is where Cyclopedic Consulting provides its unique value:

- **Drafting and Development:** Cyclopedic Consulting assists organisations with the end-to-end drafting, development, and regular review of all conduct, governance, risk, and compliance policies, ensuring documents are fit for purpose and regulatory aligned.
- **Tailored GRC Frameworks:** Drawing on deep industry expertise, Cyclopedic tailors frameworks and supporting procedures to each organisation's structure, risk profile, and strategic direction.



- **Enable-Enhance-Engage Methodology:** The consulting team works collaboratively with clients to establish the right systems ("Enable"), enhance internal capabilities through best practice embedding ("Enhance"), and actively support continual improvement and engagement ("Engage").
- **Training and Assurance:** Cyclopedic reinforces policy effectiveness by developing staff training, awareness programmes, and continuous improvement cycles, ensuring policies are not just written—but understood and implemented.
- **Comprehensive Service:** Whether reviewing a single policy or managing policy frameworks across multiple entities, Cyclopedic combines consulting finesse with the Corethix platform to achieve a seamless, efficient, and auditable policy management environment.

### The Cyclopedic–Corethix Advantage

The strategic partnership between Cyclopedic Consulting and Corethix brings South African and regional organisations a “best of both worlds” solution: advanced software tools for conducting risk and policy management, backed by industry experts with proven track records in policy drafting, compliance, and conduct risk oversight. Clients benefit from:

- **World-class technology:** Real-time dashboards, mobile access, and robust analytics.
- **Expert policy support:** Custom policy drafting, regulatory interpretation, and ongoing review.
- **Continuous partnership:** Proactive engagement, policy training, and improvements aligned to evolving risks and business environments.

For enterprises seeking to create a culture of integrity and strong compliance, Cyclopedic Consulting and Corethix offer the most effective way to ensure that policies are not only managed efficiently but are also accurate, accessible, and genuinely effective in shaping organisational behaviour.