

Good Company Policy protects company profits!



RISK



PROFIT



Business Control from Simply provides managers the solution to many OH&S, ISO 9000, Australian Standards and Best Practice issues. This simple to use online tool achieves four main objectives;

- > Paperless distribution of business policies and procedures
- > Electronic record of policy acceptance and organisational compliance
- > An ongoing measure of understanding
- > Ease of maintaining an employee audit trail

Business Control empowers managers to control communication with staff more effectively. This innovative web based solution enhances an organisation's;

- > Proactivity
- > Sales and financial opportunities
- > Evidence audit trail
- > Transparency
- > Compliance
- > Risk management
- > Consistency

With the increasing need for business compliance your employees need to be up to date with company policy and procedure. It is the company's responsibility to ensure that this information is controlled and directed.

Penalties imposed by Work Cover can be severe. With fines of up to \$825,000 can you afford not to implement Business Control?



simply

For more information or to arrange an online demonstration call 02 9929 3300 or visit www.businesscontrol.com.au

"Prior to Business Control, NCSS was running a manual system to prove that every employee had received a new or updated policy. However, after following all the rules, we still found ourselves liable! That's when Business Control were called in and proposed the solution to our problem."

Debbie Dudman – HR Manager, NCSS Maintenance Services.

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Business Control was developed to ensure continuity of information throughout entire organisations regardless of geographic location or employees' reluctance to comply. Before Business Control, it may sometimes have seemed almost impossible to ensure that 'everyone was reading from the same book' or indeed 'reading the book' at all.



Business Control ensures that an organisation's policies are effective by automatically testing their employees understanding of it, and then creating a permanent record of their agreement to abide by the policy. This audit trail can be invaluable in assessing policy penetration and demonstrating effective policy management to interested third parties.



A common goal of all companies today is to increase knowledge and reduce risk!

Business Control empowers you as you work towards these goals, some of the features and benefits include;

- > Automates the successful distribution of company policies and business procedures, reducing the time it takes to deliver current, accurate documents to your employees
- > Monitors and tracks that your employees have read and understood key policies and procedures within the timeframe you set.
- > Identifies potential areas of weakness where training is required.
- > Management control and proactivity enhanced via email reminders and alerts if an employee fails to comply.
- > Measures understanding by means of an online multiple-choice examination.
- > Each employee's exam scores are graded, documented and reported back to management.
- > Enables managers to set timeframes to complete examinations within – perfect for mission critical policies.

- > Ties together all documentation and other content associated with specific quality issues (i.e. training documents, OH&S policies, ISO 9000, Standards Australia, SOPs etc.)
- > Ensures that all of your sites follow a consistent set of rules and standards by creating and managing a single set of SOPs – perfect for the induction and training process.
- > A friendly web based interface viewed in any standard web browser
- > Centralises company policies and business procedures on the internet or company intranet, creating a collaborative environment where knowledge can be shared easily
- > Easy integration with corporate reporting/HR systems (e.g. Crystal reports)
- > Uses a scalable SQL Database - allowing unlimited expansion of users, company policies and business procedures
- > Reduces company liability by implementing effective risk management.
- > Assists you to comply with all Government regulations including important OH&S standards.

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