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 Policy Review

A policy is a set of basic rules explaining an organization's strategy or performing a process or a procedure, dealing with an operation or regulatory requirements. Policies communicate the organization's vision and values and its day-to-day activities. Policies are generally adopted by a governance body within an organization. Policy Review is a procedure evaluating the effectiveness of a specific policy. When a policy is not working well, it is reviewed and managed to improve its effectiveness. Reasons for policy review may include: the policy is no longer effective, arising of new issues which mandate the policy to be amended, or when the policy is not followed. Policy review is very important in an organization or government and the policy review process should be followed.

Organizations as well as the government attempt to formalize their culture through distinct policies. These policies specify what employees are expected to do and how non-compliance is handled (Dwivedi, Y. K. et, al.,2023) A compilation of all corporate policies is typically distributed as an employee handbook and placed on an intranet. However, keeping the policies updated and ensuring everyone who needs to know what is described by a policy and its changes grows constantly in complexities, behavior, and implementation concerning the number of individuals and their locations.

It is also challenging to ensure that employees must know their mission and agree to follow policies, be trained to execute them, and be informed when policies change. Noncompliance may necessitate the involvement of management, human resources (HR), legal counsel, and auditors. Therefore, proper compliance with policies, their review, and on-time audit is a compelling necessity.

 Policy Review in government or organizations is important in several ways. It helps employees have a better understanding of their roles and duties within predefined limits when policies are well-explained. It allows the accountable authority to direct the business operations without constant management intervention. Continual intervention increases operational costs and reduces profitability. Adopting effective policies can expand business and market share to new heights. With policies, both individual and team responsibilities are documented, and no trial or micro-management is required. Employees get guidance on how to perform their jobs after reviewing company policies (Hagerty et al.,2022). The absence of written policies results in unnecessary time and effort spent attempting to reach specific actions. This results in challenges that affect the smooth running of the government or organization.

With strict guidelines, employees are expected to follow processes while managers only need to enforce the policies. For Policy Review Management to be effective, it should focus on various issues: Whether the policy guidelines define requirements such as readability and understandability, the usage of version control, and the need for individuals to acknowledge each policy. The extent of the policy portfolio against anticipated risk affecting the availability, confidentiality, and integrity of sensitive information as well as the identification of other problems that might require policy consideration. The policy's current state such as when it was last reviewed and a need to update it. Other solutions may include: Developing and Updating Documents using word processors or spreadsheets whereby Policies may be dispersed over several computers and not accessible from a single centralized site. This makes employees easy access to the most updated policies hence decreasing the risk of redundancy, inaccuracy, and policy violations. It also avoids the use of emails and printed materials which may be hard for employees to access the policies. Furthermore, tracking down documents to edit and auditing attestation outcomes becomes a difficult and time-consuming chore. To promote policy awareness and compliance, employees demand ways to access, read, and attest to policies applicable to them hassle-free. Training employees about Policies make them aware of and comprehend policies to execute them properly. Manual policy management techniques make it difficult to track attestations and provide no way to check if staff members have read and comprehended the policies relevant to their department or job function.

Policy review is most effective when it is done regularly and proactively, not in reaction to an event as a general rule. Other times when policy review can be conducted include:

When an organization undergoes large-scale changes, such as a change in ownership or executive leadership, it is a good idea to review relevant policies which should align with the organization's mission, vision, and values, as well as those of your senior leadership(Aguinis et al., 2022). So any time an organization has a change in strategic direction, new leadership, or a merger, it should review its policies and procedures. Of course, these kinds of changes won't affect every policy. For example, a new strategic direction probably should not affect your vacation policy. But it may change other day-to-day policies and procedures.

When Laws and governmental regulations change constantly, they affect certain procedures. The organization's compliance team needs to be aware of these changes and know which policies they affect. If there is a big regulatory change on the horizon, it should gather its policy review committee for a special meeting, rather than waiting until its annual review period. Incorporate these pending changes into organizational policies as soon as possible to help it adjust to the new regulations and follow them right away(Colenan,2022). If it builds the regulations into its policies early on, the transition will be much smoother once the new laws go into effect.

When there is an incident or policy violation; an organization should not wait until an incident occurs to start reviewing policies and procedures but things happen even when it does not expect them or want them to. An incident of policy violation can still indicate the need for a change. After any kind of incident, it's a good idea to debrief and make sure the policy had the intended effect, even if the violation still occurred. The organization`s administration should examine the details of the incident to see if employees followed procedures properly and whether there were any gaps in training or problems with employee understanding of the policy. This will help to decide whether the organization should revise the policy in question, make small changes and updates or just let it stand. Of course, not every violation should result in sweeping changes. Sometimes it is an isolated incident that calls for additional training or remediation for the employees involved. Sometimes, an employee just made a bad decision, even though the policy is sound, and they should be dealt with accordingly. But if there are repeated violations, especially in the same area or of the same type, then the issue may be that the policy is outdated, confusing, or requires more training.

Policies should be reviewed and updated in various ways:

Determine who is involved with this policy; whereby policy review and writing team will be different, depending on the policy. Organizations do not need the same people dealing with every policy for every department. For example, you do not want the sales department dictating accounting policy, or the finance department creating IT policies. So pick team members based on the work they do and the policies you're reviewing. Your team should include supervisors who oversee the procedures, managers, HR directors, or executives but don't count out the frontline employees who do the work the policies cover. For example, an executive is not the ideal person to create safety policies in a manufacturing operation; the people who are working on the floor and operating the machines are the best ones for that. A Human resource director is not the best person to decide on the cyber security policy for the organization, you need a network administrator to handle that. Once the organization has decided on its team, it should explain why the changes are needed, and what needs to happen. If it is making small changes, it may be as simple as just making some edits and rewrites to the policy language. In other cases, especially as it relates to laws and governmental regulations, it's going to be a more involved process. It will need subject matter experts and even your organization's legal counsel to get involved. If the organization is accredited or licensed, it should be sure to include the accreditation manager so they can make sure its policy language meets the accreditation standards the organization has to follow.

Document all comments and changes to the policy; whereby the policy writing team should make sure they have documented all comments, notes, and input from every team member. This kind of information is important if there are ever legal issues surrounding a later policy violation or its enforcement. It is often helpful to appoint one policy owner to gather all the feedback and information as well as the comments, notes, and input and make the final edit

In conclusion, Public policy and policymaking is an inherent task of the institutions and state well clean and sustainable governance in the society and organization as well as in the state. The quality of governance is based on how visionary the public policy is and how far it has been implemented. Thus, organizations as well as the state must develop policies and procedures to reflect their vision, values, and culture as well as their employees' requirements. Enforcing these policies is very important to achieve business objectives and to stay ahead of the curve.

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