**What Is Policy Review**

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Policy review is the process of evaluating existing policies and procedures to ensure that they remain relevant and effectiv.

Policy Review is the process of determining the functioning of a particular policy; especially when current policies are not functioning properly and through this sometimes changes in the policy may make it more effective.

When the current policies are not responding to the aim and objectives of the organization, it is reviewed and managed to improve it effectiveness towards the organization aim and objectives.

These policies usually describe the organization's vision and values and its day to day activities and therefore, the policies specify what employees are expected to do and how non-compliance is handled. Moreover, keeping the policies updated and ensuring all stakeholders in the organization who needs to know what is communicated by policy and its changes rises constantly in complexities, behavior and implementation due to the number of individuals and their locations.

To have a smooth running of the organization operations, is also a challenging such that employees must know their mission and objectives and also agree to follow policies, be enlightened to execute them and be informed Incase of any changes in the policy review.

Non-compliance may facilitate the involvement of management, human resource, legal counsel and auditors. Therefore, adequate compliance with policies, their review and on time audit is a required necessity.

Policy Review can assist the workplace run smoothly, if they are put into action effeciently. The enforcement of policy review result ensures that the organization's operational activities and decision making processes are hormogenious and consistent throughout business growth.

Not doing all these, organizations may note experience their full potential. Thus creating and implementing policies indicates workplace's values and make it conducive environment for all employees.

**Importance of policy review**

It helps the employees to have a good understanding of their duties and roles within predefined limits when policies are well-explained. This enables the accountable authority to direct the firm operations with less or without constant management intervation.

Policy Review is an essential part of an organization's management process - it ensures that policies are up-to-date and are appropriate for the organization's current needs.

It also helps to identify any potential risks or areas of improvement and ensure that the policies are in line with current registration and best practices.

It helps to identify any areas of improvement and to ensure that the organization is operating in the most cost-effective and efficient manner.

. **When to review policies and procedures.**

 Policy review is the most effective when it's done frequently and proactively not in the occurrence of an event especially Incase of problem or violation is not advisable to carry policy review.

 Regular policy and procedure review; it is advisable to schedule time into the corporate calendar in the organization as a discipline and policy review should be done between one and three years.

 Organizational change such as change in ownership or Change in executive leadership of the organization give rise to policy review inorder to meet the organization's mission, vision and values.

 Changes in laws or regulations; due to dynamic nature of law and government regulations- the compliance team needs to be aware of these changes and know which policies they affect.

*Reference:*

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