**What is a policy Review?1500 words**

 A policy Review is an act of taking an in depth look at existing administrative policies and associated documents such as procedures, FAQs, and appendices to:

1) determine whether a policy is still needed or if it should be combined with another administrative policy;

 2) determine whether the purpose and goal of the policy is still being met;

 3) determine whether changes are required to improve the effectiveness or clarity of the policy and procedures;

 4) to ensure that appropriate education, monitoring and ongoing review of the policy is occurring.

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 with respect to the number of individuals and their locations.It is also challenging to ensure that employees 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. This article outlines policy management insights to reach these goals.

Failing this, organizations may not realize their full potential. Creating and implementing policies represent the workplace’s values and makes it a better environment for all employees.

 **An Effective Policy Review Management Focuses on:**

Whether the policy guidelines define requirements such as readability and understandability, the usage of version control, and the need (or not) 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.If the policy is no longer relevant to the current challenges being faced ,there's need for it to be faced out and be replaced by a new one that addresses issues faced in the contemporary society.

Dissemination including on paper required acknowledgment required, on paper without acknowledgment, self-service intranet site, etc.

**Approach**

This review is a partnership with the policy owner, in consultation with groups such as the Policy Advisory Committee (PAC). Recommendations and subsequent outcomes will be shared with the Chairperson's Policy Committee if the proposed changes are significant.

**Steps**

Policies due for review are identified either by the owner or by the director of the Organization Policy Program.

The director will send an email to the owner six months in advance of the date for completion of the review.

The owner creates a Google Doc of the current policy and associated documents.

The owner examines their policies and procedures, considering comments captured through the comment boxes on the policy and related documents (available under the maintenance tab) as well as feedback obtained through their other mechanisms, such as meetings, helpline, etc. The owner should also review Appendix: Comprehensive Review Questions for Consideration.

The owner revises the policy and associated documents as needed on the Google Doc, using track changes.

The owner consults the revised draft with key constituents:

Representatives or committees that are comprised of the direct audience for the policy (e.g., for human resource policies, it might be the Human Resources leads).

The owner considers all the feedback from the consultation and comments submitted since the last version and incorporates changes as needed. Note that not all suggestions need to be accepted unless the suggestion addresses incorrect or incomplete information.

If the owner wishes to request an extended review period (from 4 years to as long as 6 years), they complete the Comprehensive Review Extension Request form (UM 1906) and submits it along with their other materials.

The owner sends the revised documents and form(s) to the UPP director.

The UPP director performs a preliminary review of the form(s) and policy, and provides suggestions. The owner determines whether to incorporate any of the suggestions.

The UPP director then forwards the revised policy, form(s), and associated documents to the PAC members for review approximately one week in advance of the meeting.

At the PAC meeting, the owner presents the revised policy and associated documents, and captures feedback from the PAC members.

The owner makes changes to the policy draft, if any, and forwards the final to the UPP director.

If the changes to the policy are minor, the UPP updates the policy on the Policy website and notes the key changes in the Policy History.

If the changes are significant or if the owner has requested an extension to the next comprehensive review period, the director places the policy or request on the agenda of the President’s Policy Committee at their next scheduled meeting.

PPC Policy Review and Approval

The policy owner presents the documents to PPC and responds to questions.

The PPC determines whether to approve the proposed policy changes.If yes, the policy, after incorporating updates based on the discussion with the PPC, is posted on the policy website for 30 days for public comment. The UPP director places an announcement in the Brief. Owners should communicate the policy changes to their end users.

The owner, the UPP director, and the PPC chair review comments received from this public comment period. The owner determines what modifications to the policy draft will be made.

The PPC chair either approves the proposed modifications to the policy for publication on behalf of the PPC, or, if there the modifications are significant, brings the final policy back to the PPC for approval to publish.

The PPC also reviews any comprehensive review extension requests and determines whether to grant the request. If yes, the new date is updated by the UPP in the policy library.

**Why is it Important?**

Employees can 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, no trial-and-error or micro-management is required. Employees get guidance on how to perform their jobs after reviewing company policies.

The absence of written policies results in unnecessary time and efforts spent attempting to reach specific actions. With strict guidelines, employees are expected to follow processes while managers only need to enforce the policies.63% of organizations stated that their policy management helps minimize legal expenses and the resolution time of regulatory concerns and fines.

Outdated policies put your organization at risk.Therefore, it necessitates replacement of an existing policy that has outlived its usefulness in an organization.This is because old policies may be non-compliant with new laws and regulations.Ensures your policies are consistent and effective in order to suit the needs of the members of an organization.

Regular review keeps your organization up to date with regulations, technology, and industry best practices

 Thus, organizations 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.

**Policy Review Management Challenges**

Corporate policy ranges from HR guidelines, set the norms, and outline operations, to shape an organization's culture. Good policy management is critical to ensure an organization operates effectively and profitably.

69% of CEOs are unsure that their current policies will be adequate to satisfy future needs. With continually changing regulations, increasing vendor relationships, and customer-facing documentation, a company's policy system has become complex and challenging. To meet these challenges the following must be addressed:

 Developing and Updating Documents - Many businesses develop and update documents using word processors or spreadsheets. Policies may be dispersed over several computers and not accessible from a single centralized site.

 Employees lack access to the most updated policies which increases the risk of redundancy, inaccuracy, and policy violations. Furthermore, tracking down documents to edit becomes a time-consuming chore.

 Providing Easy Access to Current Policies - Many employees end up without reading organizational policies if distributed by email or printed materials. Tracking and Auditing attestation outcomes become nearly difficult using these methods.

 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 - Employees must be aware of and comprehend policies in order 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.

Implementation

The owner sends the final policy revision to the UPP to upload to the Policy website.

If the policy changes include a requirement for formal training, the owner works with the appropriate training specialists to ensure that it is deployed (e.g., changes or new financial policies should also go through Training Services so that training materials and/or associated courses reflect the most current information.)

The owner uses a variety of communication vehicles to disseminate the policy information to the appropriate audiences.

The UPP publishes a quarterly policy newsletter, and assists the owner with any additional communication, at the request of the owner.