



Orchestra People Compliance Solutions Factsheet



People compliance solutions benefit all industry sectors

- ✓ Drive Regulatory Compliance
- ✓ Distribute New Policies Quickly
- ✓ Reduce Health & Safety Risks
- ✓ Employee Read & Comply Lists
- ✓ Monitor Compliance in Real-Time
- ✓ Compliance Audit Ready at all Times

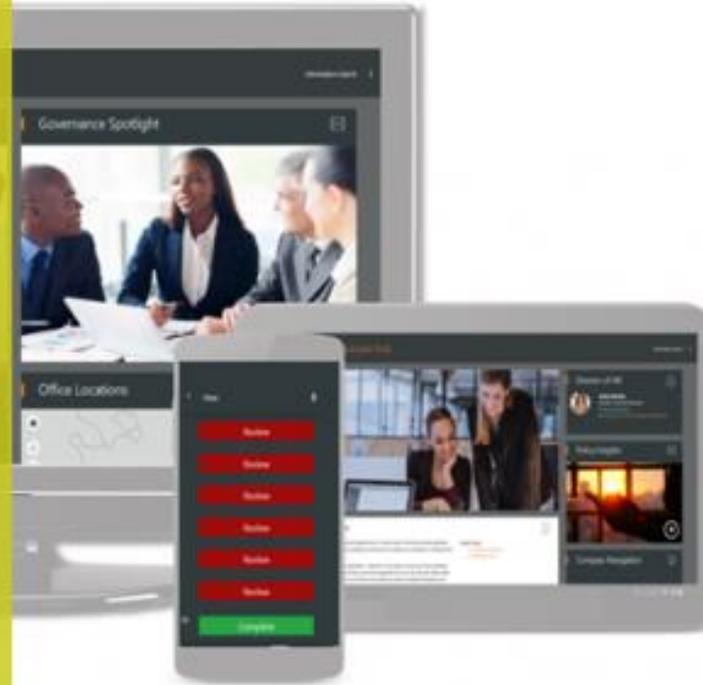


Use Orchestra to prove your employees have read, understood and agreed to comply with:

- ✓ Policies
- ✓ Standards
- ✓ Regulations
- ✓ Recommendations
- ✓ Acts
- ✓ Statutes
- ✓ Guidelines
- ✓ Handbooks

Immediate Orchestra solution benefits include:

- ✓ Issue instant digital read lists to any employee or agent
- ✓ Evidence from employees signing digitally to comply
- ✓ Real-time management monitoring of compliance levels
- ✓ Publish compliance real-time audit reports instantly



To find out more or book a demo call us today on:

(UK) 020 7 788 9445 or email: info@Signarus.com



Signarus
Making Complex
Worlds Simpler



Signarus Office 365 Compliance Solutions



Orchestra Read and Comply™

The digital read and comply solution with a real-time monitoring and reporting hub in Office 365 or Azure. Used for any group, team, division or cross-organisation. Uses a secure database to store all compliance status information.



Orchestra On-Boarding

The digital read and comply solution with a real-time monitoring and reporting hub in Office or Azure. Designed for on-boarding new personnel with its own compliance status database, on-boarding personnel hub and monitoring.



Orchestra Compliance Hub

Orchestra Read and Comply™ and On-Boarding solutions incorporated into a complete cross-organisational governance hub with dedicated home page, news, global navigation and additional compliance hubs for Health and Safety, Sustainability and People.



Orchestra Compliance Workplace

Our fully scalable digital workplace solution which incorporates all the elements of Orchestra Compliance Hub together with Office 365 services such as people search, user profiles, Delve and our own compass navigation for a complete, cross-organisational digital collaboration solution.



All Orchestra Solutions are:

- ✓ Designed for the Microsoft Cloud
- ✓ Business-ready
- ✓ Installed in days
- ✓ Branded for any organisation
- ✓ Designed to leverage Office 365
- ✓ Designed to leverage Microsoft security

Three stages of Orchestra Read and Comply™ compliance



Digital Read & Comply Lists

- Each employee and new personnel member is issued with a digital read list
- Digital documents are published to a person's read list (can be issued to individuals, teams, an entire division or group simultaneously)
- Each document has a link to training content for review
- Once reviewed each person reads the document and signs digitally to state they comply
- The date and time of compliance is automatically recorded to the monitoring centre together with the document version



Real-Time Compliance Monitoring

- Assigned managers or senior managers have access to a digital monitoring hub
- Different teams or divisions may have separate, secure compliance monitoring hubs or monitoring may be centralized.
- Monitoring personnel can check in real time as to the overall current compliance levels against any person or document issued
- Low percentages of compliance can be used to address potential training issues and compliance strategy
- Individual compliance status can be used as evidence should issues arise



Real-Time Compliance Auditing

- Monitoring hub managers can export real-time reports for use by auditors in determining compliance and training status
- Reports may be outputted and used in a variety of report formats
- Statistics are real-time so always show the current compliance status of any document issued.



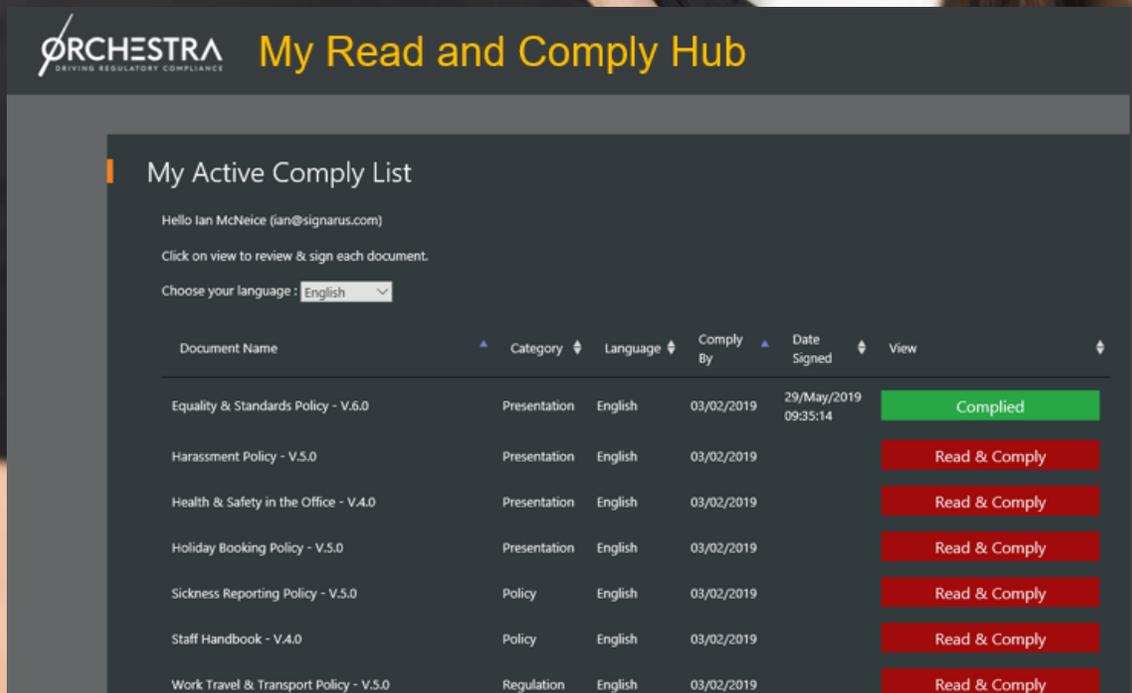
People compliance for any sector

- ✓ Ensures employees adhere to conduct rules
- ✓ Drives compliant behaviour & good practice
- ✓ Improves your compliance training process
- ✓ Refreshes any policy training gaps
- ✓ Refreshes your employee policies quickly
- ✓ Communicates new policies effectively
- ✓ Supports your Accountability Regime targets
- ✓ Ensures organisation standards are met
- ✓ Supports self-certification for employees
- ✓ Underpins good corporate governance



With Orchestra every employee has an individual digital read and comply list

- ✓ Secure compliance list for each person
- ✓ Issue updates instantly to thousands of personnel
- ✓ Full document version control
- ✓ Easily link to online training content incl. video
- ✓ Send to individuals or target via specialisms
- ✓ Record when each person has signed to comply
- ✓ A read list acts as a reference of the latest rules
- ✓ Issue fresh updates to everyone simultaneously
- ✓ Each officer manages their own compliance level
- ✓ Issue alerts if compliance is not completed



ORCHESTRA My Read and Comply Hub
DRIVING REGULATORY COMPLIANCE

My Active Comply List

Hello Ian McNeice (ian@signarus.com)

Click on view to review & sign each document.

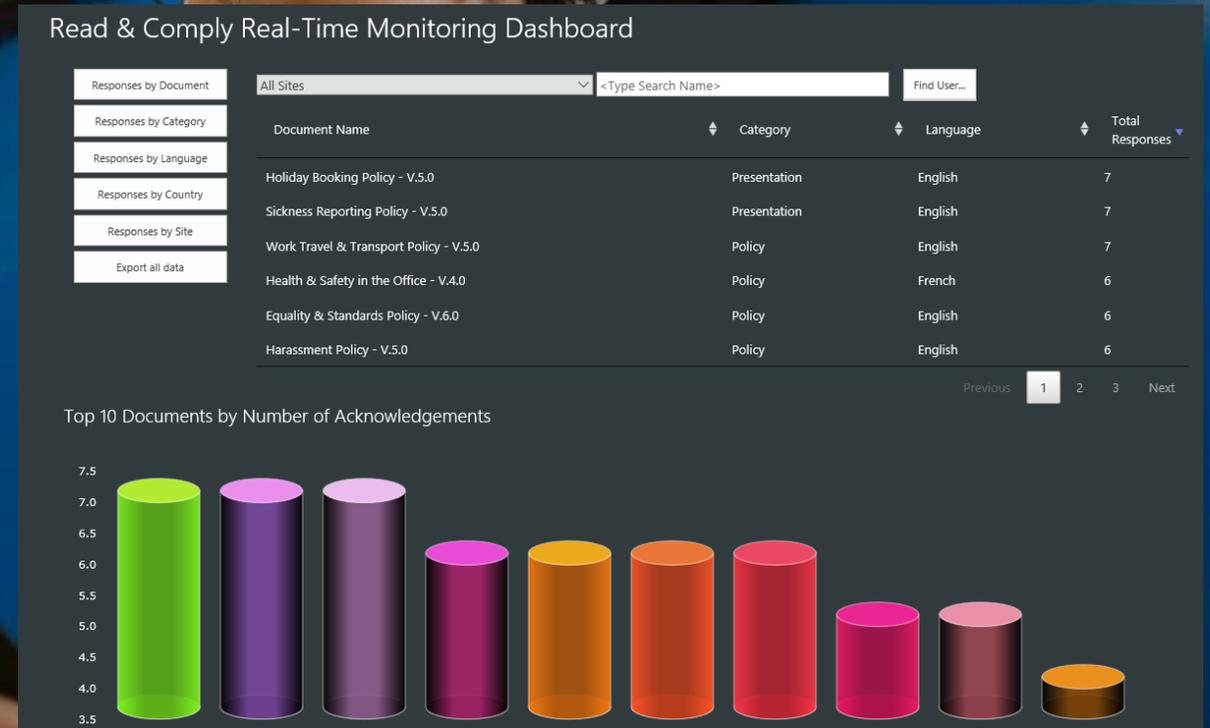
Choose your language: English

Document Name	Category	Language	Comply By	Date Signed	View
Equality & Standards Policy - V.6.0	Presentation	English	03/02/2019	29/May/2019 09:35:14	Complied
Harassment Policy - V.5.0	Presentation	English	03/02/2019		Read & Comply
Health & Safety in the Office - V.4.0	Presentation	English	03/02/2019		Read & Comply
Holiday Booking Policy - V.5.0	Presentation	English	03/02/2019		Read & Comply
Sickness Reporting Policy - V.5.0	Policy	English	03/02/2019		Read & Comply
Staff Handbook - V.4.0	Policy	English	03/02/2019		Read & Comply
Work Travel & Transport Policy - V.5.0	Regulation	English	03/02/2019		Read & Comply



Centralised, secure, real-time, compliance monitoring, auditing and reporting

- ✓ Secure access, real-time monitoring hub
- ✓ Multiple categories of compliance statistics
- ✓ Latest published document versions
- ✓ Compliance report on an individual
- ✓ Compliance report by specialism and team
- ✓ Compliance report by force or county
- ✓ Compliance report by force or county
- ✓ Compliance status and report cross-force
- ✓ Export status reports for auditors instantly
- ✓ Use compliance status as evidence
- ✓ Customisable graph types for status
- ✓ Designed for Office 365 and Azure



Microsoft
Azure



Office 365

Signarus solutions offer strong Microsoft ROI

- ✓ Drive immediate business value from Office 365
- ✓ Leverage business ROI from your O365 investment
- ✓ Add people compliance services to your cloud now
- ✓ Enable compliance reporting for audits quickly
- ✓ Provide real-time compliance people monitoring
- ✓ Compliance and audit readiness from day one



Orchestra solutions drive an effective compliance culture

- ✓ The fast way to provide digital regulatory content
- ✓ Address immediate issues such as the Bribery Act
- ✓ Effective fast distribution of regulations & policies
- ✓ Signing to comply drives employee acceptance
- ✓ Your business has an active compliance strategy
- ✓ Update regulations to large audiences quickly
- ✓ Find out where your training gaps and risks lay
- ✓ Reduce the risk of industry breaches and fines



Orchestra compliance installation

- ✓ Business ready solution
- ✓ Single monthly SaaS fee
- ✓ Installation included
- ✓ Support included

Contact us for our latest pricing





Orchestra compliance solutions for Office 365

Web: www.Signarus.com

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