



HUB

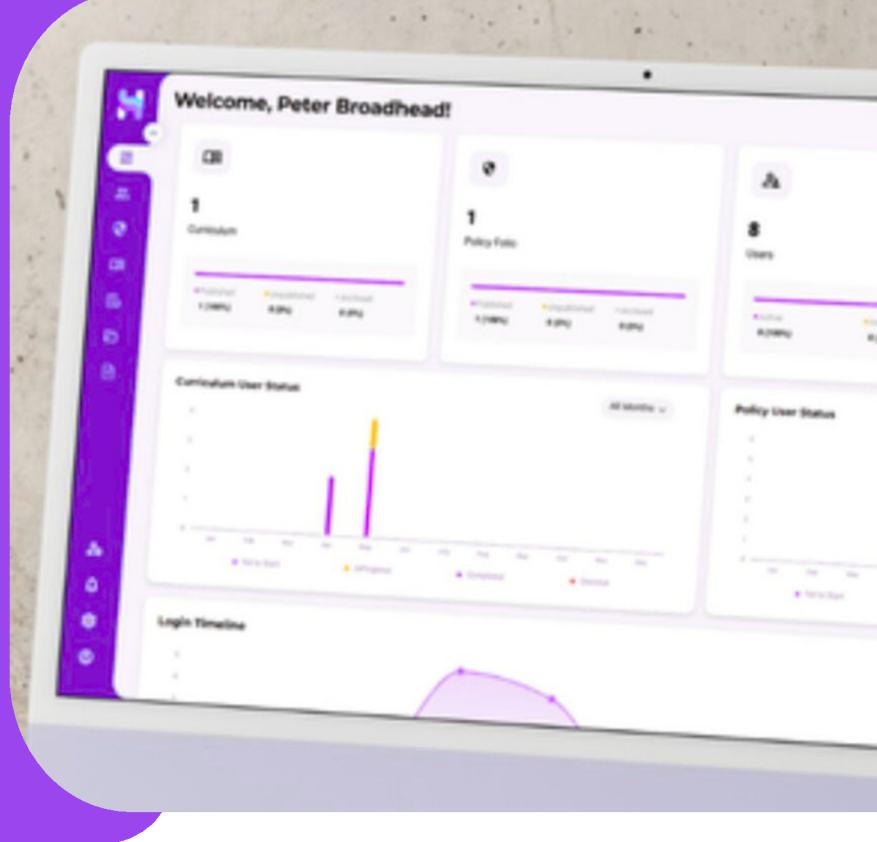
YOUR CENTRAL HUB FOR POLICY EXCELLENCE

STREAMLINE POLICY MANAGEMENT & EMPOWER YOUR TEAM

Organisations face increasing challenges in centralised policy management & ensuring employee awareness. ComplyKEY Hub's Policy Management System simplifies these processes with automation, real-time monitoring, and AI- driven insights, reducing risk and improving efficiency.

WHY CHOOSE COMPLYKEY HUB

ComplyKEY Hub helps organisations establish a robust framework for creating, communicating, and enforcing policies effectively. This leads to better compliance, reduced risks, improved efficiency, and a more informed and accountable workforce.



KEY BENEFITS

- **CENTRALISED POLICY REPOSITORY:** Securely store, organise and easily access all your policies, procedures and guidelines in one unified platform. Eliminate silos and ensure everyone has the latest information.
- **ENHANCED COLLABORATION & COMMUNICATION:** Facilitate seamless collaboration with built-in communication tools, feedback mechanisms and audit trails. Keep all stakeholders informed and involved throughout the policy lifecycle.
- **WORKFLOW AUTOMATION & AI INSIGHTS:** Reduce manual processes with smart automation and version control, coupled with valuable AI insights.
- **COST-EFFECTIVE & SCALABLE:** Affordable pricing tailored for SMBs and mid-sized enterprises.





KEY FEATURES

Secure, Centralised Access

Store all organisational policies in one easily accessible, secure hub—making it simple for employees to find and refer to the documents they need.

Automated Distribution & Acknowledgement Tracking

Seamlessly distribute policies to the relevant teams or individuals and track acknowledgements to demonstrate compliance with internal and regulatory requirements.

Full Version Control & Audit Trail

Maintain complete oversight with version histories and detailed audit logs, ensuring transparency and accountability for every policy change.

Targeted Policy Delivery

Deliver specific policies to designated teams, departments, or roles, ensuring the right people receive the right information at the right time.

Employee Understanding & Compliance Monitoring

Reinforce policy awareness with built-in quizzes and real-time compliance tracking to ensure policies are read, understood, and adhered to.

WHO IS IT FOR?

ROLE

CHALLENGES

HOW WE HELP

C-Suite (CEO, CFO, COO)	High compliance costs, regulatory pressure	Reduces risk, ensures adherence, lowers costs
HR & Compliance Leaders	Employee training gaps, low policy engagement. Employee Onboarding, version control, and accountability	Tracks compliance, automates policy adoption. Streamline onboarding, policy distribution, & ensure employee acknowledgment
IT & Security Teams	Siloed systems, security risks	Secure cloud-based solution with easy integration



CONTENT OBJECT TYPES

Expanding Flexibility and Utility

ComplyKEY Hub now supports five powerful new content object types, giving organisations more flexibility, stronger compliance, and deeper engagement across teams.

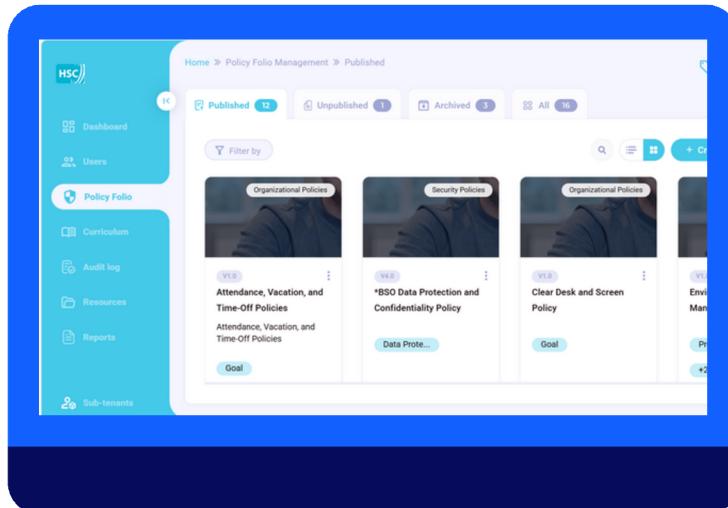
- **Announcement** – Share important updates or news with verified acknowledgment.
- **Bulletin** – Deliver concise updates, reminders, or urgent notices.
- **Checklist** – Track and confirm completion of critical steps, creating audit-ready records.
- **Procedure** – Standardise step-by-step processes to ensure consistency and accountability.
- **Survey** – Gather feedback, measure engagement, and capture data for continuous improvement.

BENEFITS

- Strengthen compliance with acknowledgment trails
- Improve engagement and communication
- Streamline onboarding, training, and quality control
- Adapt quickly to evolving business needs

Example Use Cases

- Rolling out new policies and tracking acknowledgments
- Onboarding employees with structured checklists
- Sharing urgent updates or emergency alerts
- Collecting feedback through surveys and follow-up bulletins



"Implementing ComplyKEY Hub has been a game-changer for us. The roll-out was incredibly smooth, far exceeding our expectations for a project of this scale. We've seen an immediate improvement in efficiency and accuracy, and our team has adapted to the new system with remarkable ease."

-CEO, DPD International

HOW IT WORKS

1. Create & Manage Policies:

Draft policies, set approvals, and distribute effortlessly.

2. Automate Compliance

Tracking:

Track acknowledgments, set reminders, and generate reports.

3. Integrate Learning & Training:

Assign courses, certify employees, and ensure compliance.

4. Leverage AI & Automation:

Streamline workflows, flag risks, and maintain version control.

Discover how ComplyKEY can transform your compliance and training processes.

CONTACT US

