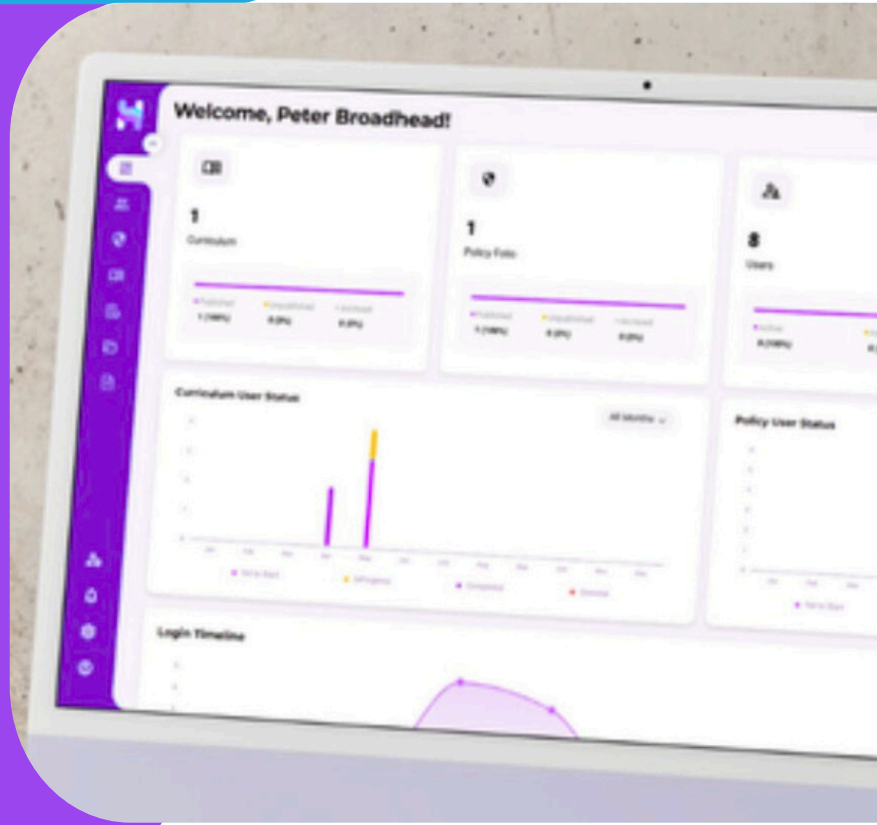




# HUB

## POLICY, LEARNING AND ORGANISATIONAL MANAGEMENT



### STREAMLINE POLICY MANAGEMENT & EMPOWER YOUR TEAM

Organisations face increasing challenges in centralised policy and learning 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 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.



More affordable than legacy solutions



Ensures audit readiness



Seamless roll-out with our experienced team

## 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.

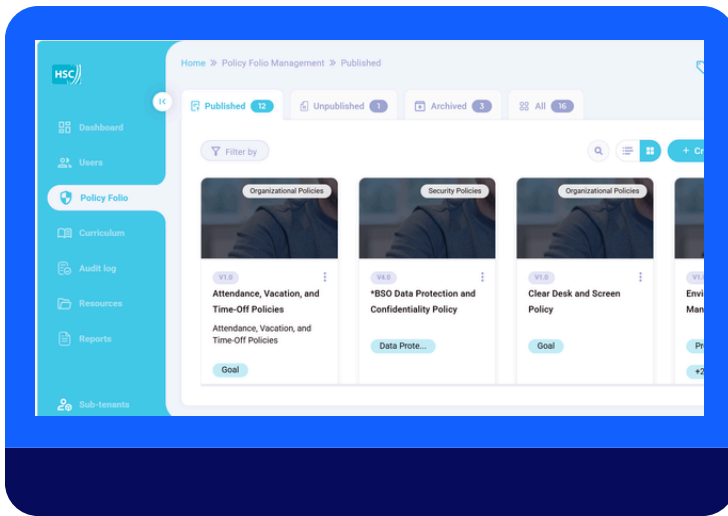
- **Announcement** – Share important updates or news with verified acknowledgment.
- **Bulletin** – Deliver concise updates, reminders, or urgent notices.
- **Checklist** – Track and confirm completion of critical steps, creating audit-ready records.
- **Procedure** – Standardise step-by-step processes 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](#)



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