The Basics

Employment and health and safety legislation is the minimum standard for corporate policies, which often exceed the requirements laid down in law. Publicising and adhering to policy is crucial for effective employee relationships. The ability to confirm that policies, processes and procedures have been received and understood by each employee is the basis for compliance and provides protection from legal action.

Managers have a responsibility to follow the correct processes and procedures in day-to-day people management. Failure to do so can result in expensive employment tribunal claims. On the other hand, development of clear policies and their thorough and effective communication reduces the queries made to HR Service Centres and Call Centres. Compliance with policy reduces the workload for managers and the involvement of HR Business Partners, protects employees’ health and well-being and increases employee engagement and retention.

The Challenges

Health and safety legislation and employment law are extensive and can be highly complex.

Literally hundreds of individual items include areas such as:

- Procedures for recruiting and retaining staff
- Disciplinary, discrimination and grievance policies
- Pay and benefits practices and policies
- Absence policy
- Safety at work policies
- Conduct policies
- Data protection policy
- HR processes and procedures

Considerable skill is required by specialists in HR Centres of Excellence to develop appropriate policies for all these areas and more, which must be up to date, comprehensive and flexible. Several drafts may be required before a policy can be approved for release. It is also necessary to retain previous policies, which may be required to resolve subsequent disputes.

Once a policy is prepared, achieving compliance is far from trivial, even for the most conscientious of organisations. The common elements of any plan to implement a new policy or procedure are the effective communication to the staff affected, and the ability to confirm their understanding.

“We have guaranteed, secure access to...records when we need them. It is a very user friendly system.”
– Jette Kotsis, Section Manager
Odense Hospital

Human Resources Solution
Policies, Procedures and Compliance

Ensure your Employees Comply with Legislation and your Policies

OnBase Solutions for HR - Policies, Procedures & Compliance Management
Ensure your employees comply with legislation and the policies you have prepared to provide a safe, secure and clear employment framework through straightforward access to information and confirmation of receipt and understanding.

OnBase®, a Hyland Software solution
The Solution

The OnBase Document Knowledge Transfer (DKT) module enables organisations to rapidly distribute required reading documents to an entire employee workforce and easily audit reading compliance for legal, regulatory or educational purposes. DKT ensures all employee users are provided with the correct versions of all required documents and that deadlines for document reviews and acknowledgements are enforced.

Employee handbooks and information security policies are automatically distributed to all employees required to review and acknowledge the information. Newly hired employees are provided with immediate access to the complete backlog of mandatory reading.

Everyone involved in the process including management approvers and employees needing to acknowledge documents are kept fully informed of actions required through email notifications, from which they can click a link to access the document to be reviewed. After they have read and understood the information they acknowledge (or reject) the information, typically with extra "proof" such as re-entering their password. All of this can be achieved through the OnBase Web Interface so no local installation is required. The management of who’s read and acknowledged or not, reminders and even escalation are managed automatically by DKT.

Why OnBase?

We understand that protecting and managing employees – your most important asset – is vital to the success of your organisation. That’s why OnBase offers solutions covering the full employee lifecycle from recruitment to termination.

For some, installing OnBase Policy and Compliance is the first step taken on the journey towards an HR function freed from the constraints of paper. Document Knowledge Transfer ensures your employees comply with legislation and your policies through straightforward access to information and confirmation of receipt and understanding.

Learn more at Hyland.com/uk/hr