

## *Compliance Certification*

More and more companies are instituting annual compliance certification by managers as part of their corporate-governance process. For global companies, this can be a daunting task — disseminating the certification in multiple languages worldwide, following up to ensure a timely 100% completion rate, reporting on the results, and identifying and responding to exceptions.

Use our fully automated Compliance Certification module to implement your process electronically — with customized questions and policy links, periodic e-mail "reminders," and real-time tracking and reporting of responses — in as many languages as you need.

Your process may require more of managers than a simple acknowledgment that they read company policies. Use our Certification module to ask as many multiple-choice questions and/or solicit as many free-form text responses as your needs dictate. Include "trigger questions" to make it easy for managers to complete the Certification in a matter of seconds if they have no exceptions to report.

You can customize the questions to survey employees about conflicts of interest, get feedback on training courses they've taken, solicit suggestions for improvement, etc. You can roll out the Compliance Certification module by itself, or append it seamlessly to annual Code of Conduct training — whichever will make your job easier!

### Course Summary

This two-minute Certification addresses the topics listed below. Where employee responses indicate an exception, they are asked to provide details.

- Whether the employee conducted his/her business practices in accordance with the Code of Conduct;
- Whether the employee is aware of any business-practice issue that has not been addressed or properly resolved;
- Whether the employee feels he/she can openly discuss business-practice concerns without fear of retaliation; and
- Code of Conduct acknowledgment.