COMPLYWORKS

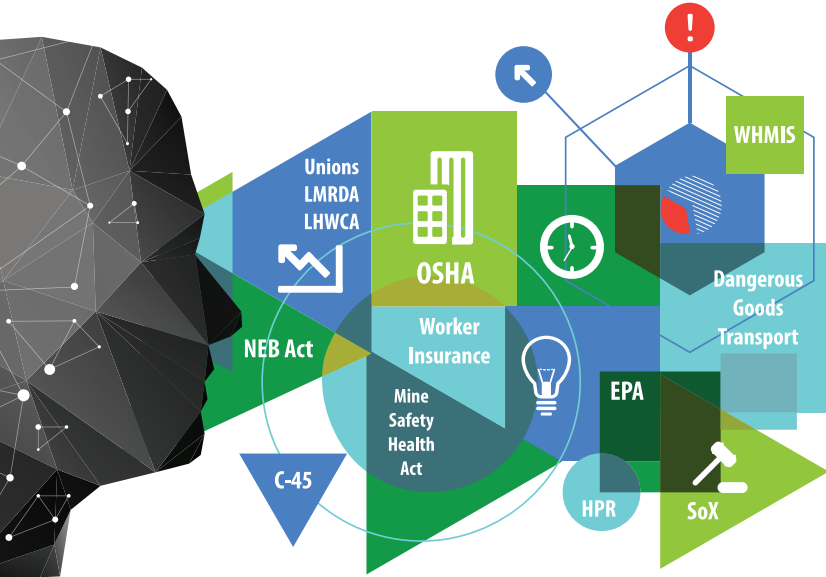# Communication Solution

With so many required worker regulations, legislations and certifications in place, today how do you…

⚠ ensure individuals are **compliant to work** on your behalf?

⚠ **keep track** of all communications and ensure they have been read?

⚠ **manage your tracking** - through spreadsheets or paper based tracking?

⚠ keep up with all of the training requirements to **ensure safety compliancy**?

⚠ quickly provide management or legislative bodies with **quick reporting**?

(Diagram labels: Unions LMRDA LHWCA, OSHA, NEB Act, Worker Insurance, Mine Safety Health Act, C-45, WHMIS, Dangerous Goods Transport, EPA, HPR, SoX)

It takes a lot of time and effort to ensure compliance requirements are met. With increased expectations to accomplish more and more with fewer and fewer personnel - it can be a real challenge. Ensure you are covered and prevent employee burn-out when tracking regulatory compliance communications.

ComplyWorks' Communication Solution is an easy to use online solution that can eliminate tedious filing and save you time. It can be rolled-out quickly, accessed anywhere anytime and can track completion rates. No more guessing if someone has read your communications; the recipients sign-off – reducing your liability. Our system is backed up, has easy to use reporting and exporting capabilities so we have you covered.

Onboard new employees through orientations and test their knowledge retention to set them up for success.

The ComplyWorks Communication Solution includes:

📌 Bulletins and Communications:

- ✔ Customize communications to different groups or departments
- ✔ Send documents or PDFs to a few or many individuals
- ✔ Manage permissions and access files and documents from anywhere anytime
- ✔ Maintain a detailed inventory of all up-to-date policy documents centrally

🖥 Orientation and Training Distribution:

- ✔ Upload documents, PDFs or videos
- ✔ Create a knowledge retention test at the end of the orientation and track completions
- ✔ Set expiry dates with automatic email alerts about upcoming and overdue training to employees and contractors, creating accountability for the actions
- ✔ Onboard/ induct new employees, seasonal workers and contractor employees
- ✔ Sort, filter and export dashboard reports for management or compliance audits

up to
60%
time savings on doing orientations or inducting employees*

less than
90 day
payback from time savings, reduced printing costs & redeployed personnel*

Who can benefit from this solution:

❗ Health & Safety Management

👥 Executive

✎ Human Resources

🖥 Administrators

👤 Employees & Contractors

* estimate based on a 40-50 employee company with 20-50 seasonal workers, host 1-3 qtly orientations/ employee and regularly search & track sign-offs

Communication Solution

Use Cases

BULLETINS	Safety Bulletins	Out of Compliance Notifications	Regulatory Announcements	Incident Notifications	Legal Notifications	Policy Updates
ORIENTATIONS	General Safety Orientations	Site Specific Safety Orientations	Competency reviews	Operator Training	COR/SECOR quarterly reviews	New Employee Induction

Solution Breakdown

ComplyWorks Communication Solution

Internal Solution

Unlimited Internal Bulletins	✓
Unlimited Internal Orientations	✓
Unlimited Data Storage	✓
Support Services	✓
Attach Documents, PowerPoints or Videos	✓
Tests & Competency Reviews	✓
Electronic Sign-off	✓
Free Automatic Updates	✓
Tracking and Reporting	✓
Secure data protection with redundant back-up	✓
Client Relationship Management support – set-up, onboarding and ongoing support	✓
Technical support & help videos	✓
General Support	✓

> **Multiple ComplyWorks locations:**
  Calgary, Toronto and South Africa
> **Email, phone and live on-line support:**
  www.complyworks.com
> **Customer Support Hours:**
  6:00am - 6:00pm Mountain Time

If you would like to find out more about our Communication Solution; please contact:

ComplyWorks Sales Team
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ComplyWorks Communication Solution - Add ons

Integration of SCORM* files	✓
Quality Assurance / Quality Control	✓
Polish Communications or Orientations	✓
Course Voice-overs	✓
Help with Course Content Development	✓
Administrative and Management Support	✓

*SCORM = Shareable Content Object Reference Model   ✓ = additional fees apply

*Beta stage screen shot, actual product may vary.