Leverage the BAI Learning Manager to Create a Policy Repository

A single source of truth, allowing administrators to effectively distribute their current policies and track policy views for regulatory reporting

Internal policies that provide guidance on professional behavior are an important part of every financial services organization's compliance program. Because regulators require policies to be frequently updated and communicated to employees, a policy repository can be key to a successful compliance program.
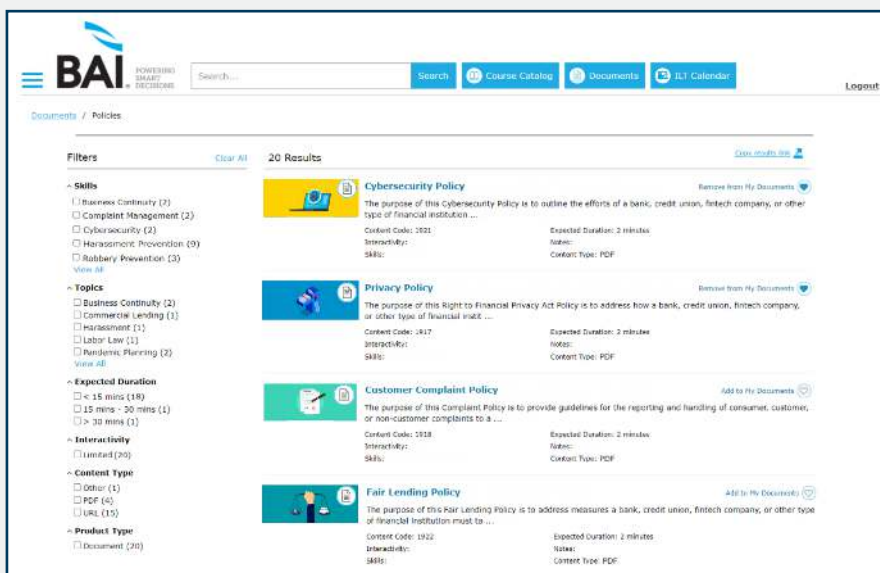
Unfortunately, many organizations are siloed with manual and decentralized policy communication processes. These processes often make the policies difficult for employees to find and impossible for administrators to maintain.

BAI's new Documents functionality allows administrators to:

- Control policy versions
- Upload the policies into a logical catalog structure making them easy to find
- Allow employees to easily search for your policies
- Assign current versions of policies to specific employees
- Let employees pin current policies to their student dashboard
- Track policy views by employee
- Report policy views to regulators

"The board of directors with management should ensure that all significant activities are covered by clearly communicated written policies that can be readily understood by all employees. All policies should be regularly monitored and updated to ensure that they conform with changes in laws and regulations, economic conditions, and the institution's circumstances."

– The FDIC

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"Examiners should seek to determine whether compliance policies and procedures are maintained and modified to remain current and complete, and to serve as a reference for employees in their day-to-day activities."

– The CFPB

BAI's new Document functionality can help you develop a policy repository that can be:

- The single source of truth for policies
- A powerful communication instrument for management
- A key regulatory reporting tool
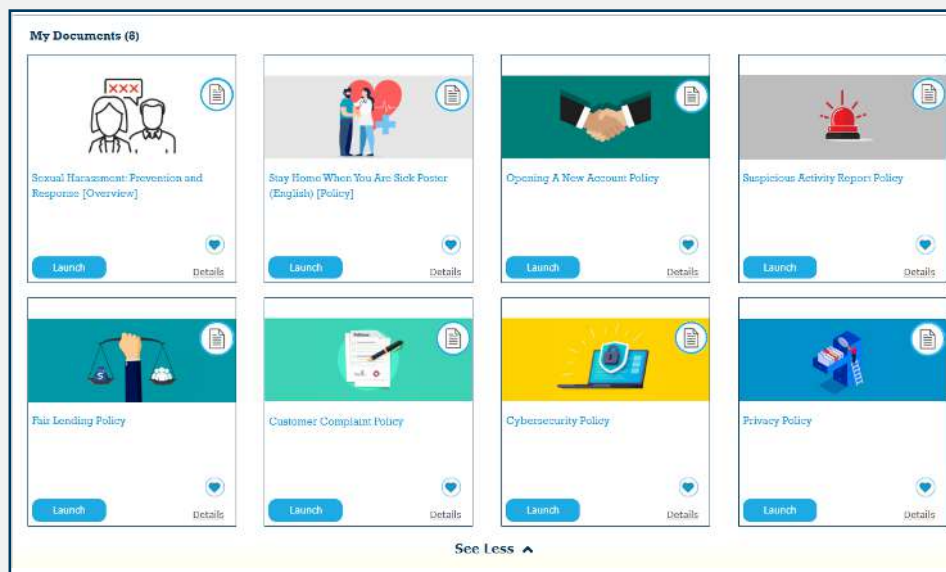
"Are compliance policies, procedures, and third-party relationship management programs adequate to manage the compliance risk in the credit union's products, services and activities?"

– NCUA, Examiners Checklist

Contact your BAI Sales Representative today to learn more about how you can leverage BAI Documents to create your policy repository.