

# Implementing Policies and Procedures

- Plan implementation. Don't do it at random.
- Distribute policy document. An online platform allows users to find everything in one place, to search, also helps to have users sign off that they'd read the document.
- Create a training plan: don't expect employees to read and remember. Compliance comes through thorough understanding.
- Provide training from top to bottom in an organization.
- Establish a review cycle. Plan for reviews. Consider that regulations and laws and practices are constantly changing, although some more frequently than others.
- Train regularly as part of continuous improvement.
- Have employees sign and date policies to prove that they agree to adhere to them or risk consequences.