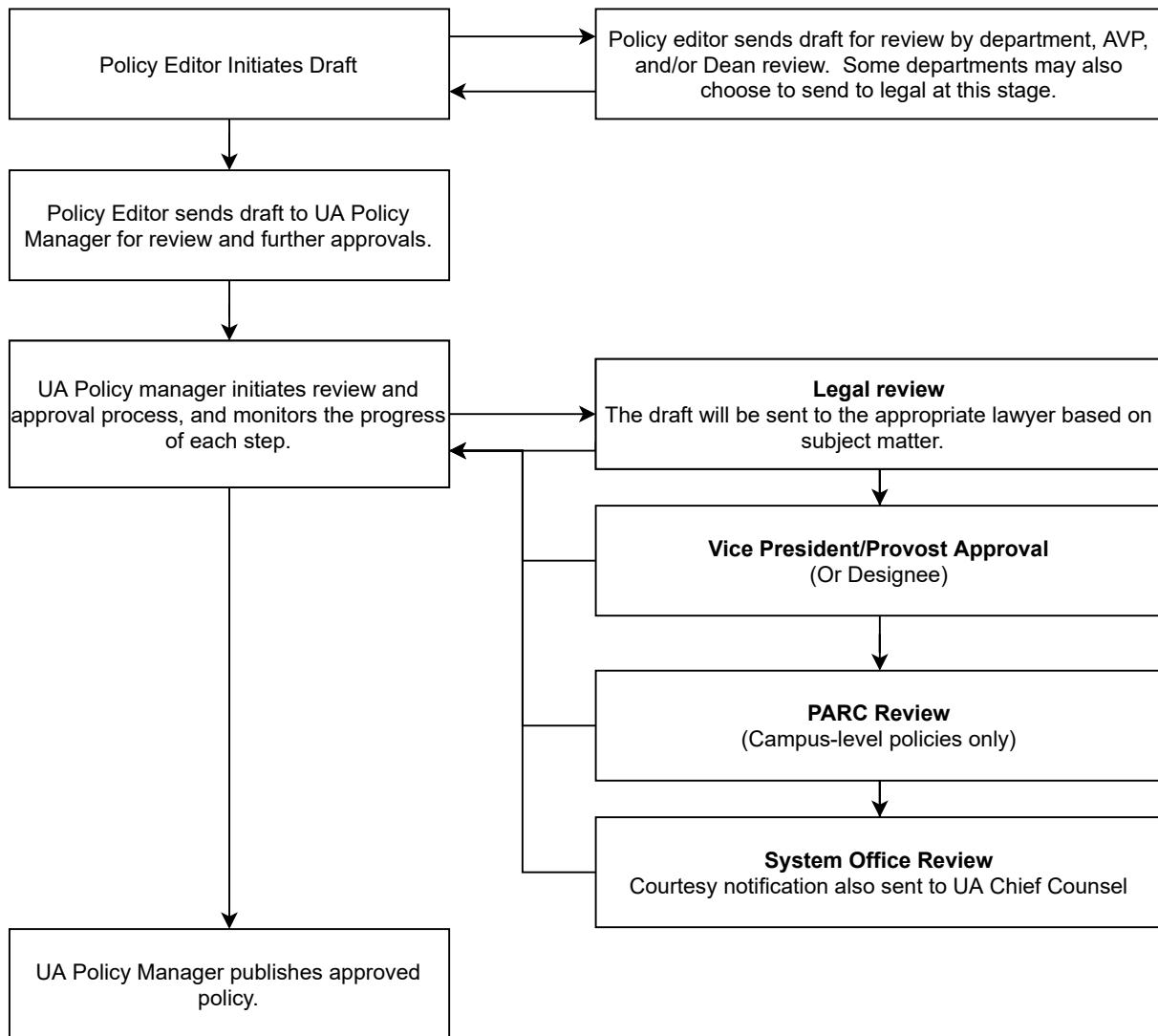


ComplianceBridge Policy Review Process

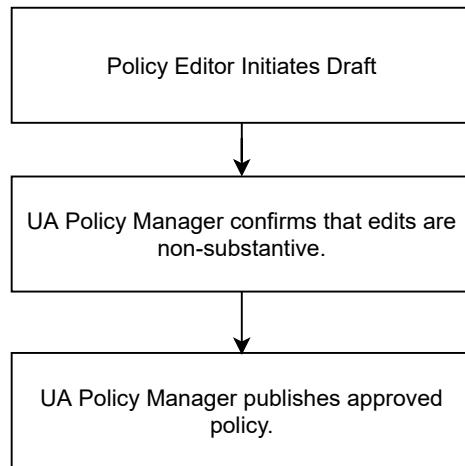
New Policies and Substantive Revisions



- All reviewers will have the ability to see notes and edits made by previous reviewers. They will also have the ability see the status of the draft at any time throughout the approval process.
- Because the invitations to review are entered manually for each policy, we retain maximum flexibility to make changes as needed. Additional reviewers may be added at any time.
- The policy editor will have the ability to monitor the status of the draft and will be notified when the draft is published.

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Non-Substantive Revisions



Non-Substantive Revisions include:

- Contact name/title changes
- Correction of effective or revision dates
- Broken link corrections
- Correction of typographical errors
- Formatting corrections

The following would be considered substantive changes and would be subject to the standard review and approval process:

- Changes to the meaning of the policy in any way, including clarification of existing policy language
- Removal of any policy text including footnotes

ComplianceBridge Policy Review Process

Policy to be Discontinued

