



DOCS & POLICIES

Secure, controlled and simple document and policy management

Rivo Docs & Policies is a flexible and easy to use app that helps you control how employees across your business can access, acknowledge and sign off on key internal documents and policies. Using our system, you can always be sure people have access to the most up to date version, or the version most relevant to their business.

Using Rivo will help you:

- ✔ **Store all your documents in a safe, secure and reliable central location**
- ✔ **Have full ability to search for and locate all document versions and variants**
- ✔ **Upload, publish & distribute all documents on a customizable workflow**
- ✔ **Find out whether important documents were read and track this data**
- ✔ **Have complete version control on all documents, including custom versions**
- ✔ **Have a full audit trail for the lifetime of the document and versions**

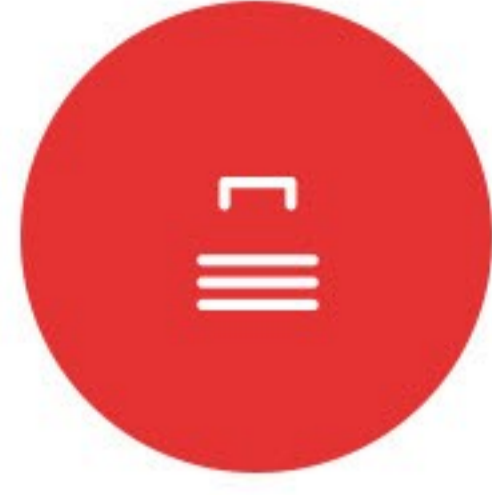


One of the major benefits of the Rivo system is the speed with which we can identify accident, incident and near miss trends. We're now able to plan our resources and pinpoint the areas where we can maximise improvement.



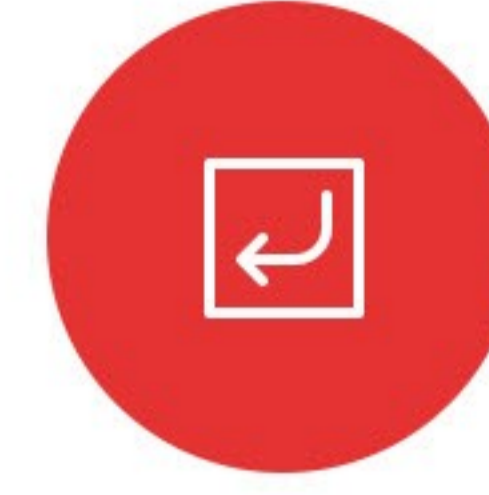
Glenn Davies, Director of Quality, Health, Safety & Environmental, Veolia





Store all your documents and policies centrally

Keep everything under one roof, in the cloud, so it's always accessible, no matter where you are, or what device you're using. Documents are much more likely to be up to date, and much less likely to get lost this way.



Get complete version control

Store one central version of your documents and policies, and archive previous versions, so you can be sure everyone has the latest copy and you refer back to previous versions.



Throughout the business, Rivo has encouraged employees to take more responsibility for Health & Safety at their individual levels, assisting them in prioritizing and managing required actions. The system has exceeded our expectations, as proven by a recent evaluation which gave it a 100% satisfaction score.



Louise Briggs, HR Director, Stone Hardy



Management publication approval

To make sure that changes or publication of potentially sensitive documents is effectively controlled, you can switch on a management approval workflow, to make sure all documents are signed off before going live.



Your staff only see what's relevant to them

Rivo Documents and Policies ensures that videos, policies and documents can be targeted to only the people that need to see them. We've built in tracking so you can look at engagement and readership figures to understand what's actually being read.



Limit access to confidential files

We've included secure access rights, so where applicable you can stop staff viewing confidential documents that they shouldn't have access to. Our instant alerts help you share only relevant information to relevant people.



Integrate content with other apps

All our apps work together to form an entire product suite. You can share documents, policies, videos and other content across the rest of the Rivo apps, to make sure that relevant information is shared where it's needed most.

Our apps are built for performance:

- ✔ **100% uptime and central secure cloud storage of your data**
- ✔ **Multi-platform support (including mobile) so you can manage documents anywhere**
- ✔ **24/7 total support by phone or email as standard, so we're always here to help**



An audit trail for full traceability

Rivo's fully automated audit trail feature will help you check who edited a document or policy, what they changed and when they changed it.



About Rivo

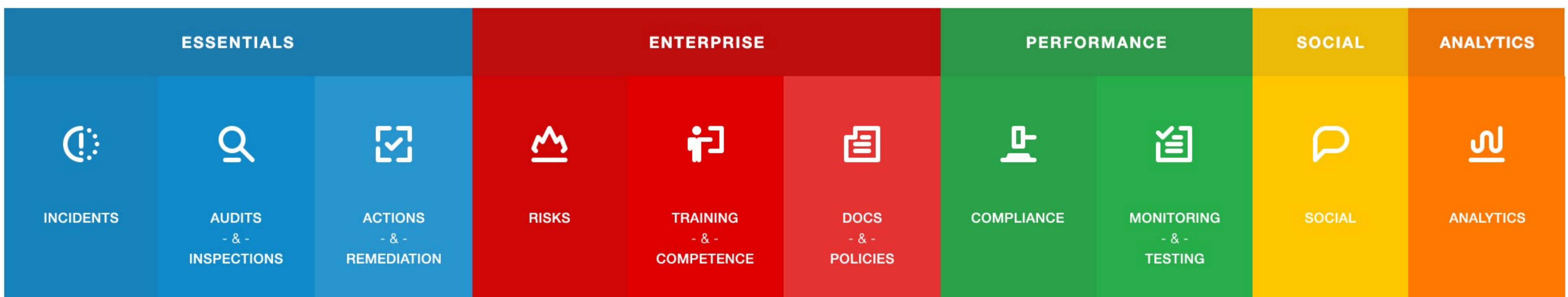
At Rivo, we've built market leading applications that transform how EHS and risk is managed. No matter the size of your organization, how many sites you have, or where they're located, our apps will help you automate repeatable tasks, engage your employees and deliver razor sharp insight. We have over 180 clients across 86 countries, and our apps help them protect people, assets, environment and profits in their companies.

Rivo is recognized in the Gartner Magic Quadrant for Operational Risk Management, the Gartner Magic Quadrant for Environmental, Health and Safety Management Systems and is a Red Herring Top 100 Winner for disruptive software.

Docs & Policies is just 1 of our 10 applications. All our apps work seamlessly with each other to help you build the most effective EHS platform for your organization.

Rivo EHS & Risk Applications

Commonly used alongside Docs & Policies:



Do you want to know more about improved document management in your organization?

Let's arrange a time to demonstrate how Rivo can work for you.

rivosoftware.com/request-demo

