



Policy Manager: Read & Accept

Some policies will only ever need to be viewed by your user base, so it's fine to only give users/roles/groups the 'view' permission and fulfil this purpose.

For others, you may wish users to record that they have also read & accepted the content.

In the Intranet, this is controlled by additionally giving users/roles/groups the 'target distribution' permission.

Target distribution

For any Policy you wish users to read & accept, they will need to be given the 'target distribution' permission for it.

Policy Manager

Ref - Title

Summary Related Items Permissions

Policy permissions

Start typing to add... Browse Remove

All registered
Role: Managers
Role: Policy Administrators

View Policy
 Target Distribution
 Edit Policy
 Edit Policy Content Only
 Delete Policy

View effective permissions...

Submit

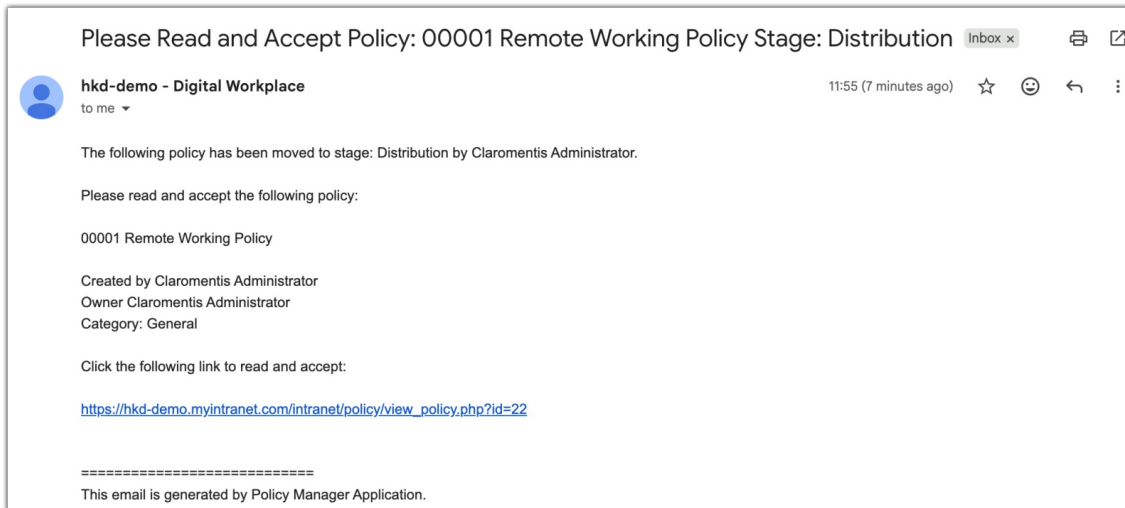
There is no way to apply this permission to a whole policy category or type; it is instead set per policy.

This means the users creating your policies need to be vigilant when assigning the permissions and ensure they give the appropriate users/roles/groups the 'target distribution' permission before saving a policy in 'distribution' status.

How a user can find policies to read & accept

Users can find and open the policies for which they have the 'target distribution' permissions, so they can read & accept them in the following ways.

- Through notifications



Policy acceptance notifications will be sent to users in the target distribution:

- In the format chosen in user [notification preferences](#), e.g. in system, email, both
- When a policy is put into 'distribution' status
- When a new policy version is created
- When the 'send reminder' feature is used for users who have not yet accepted the policy

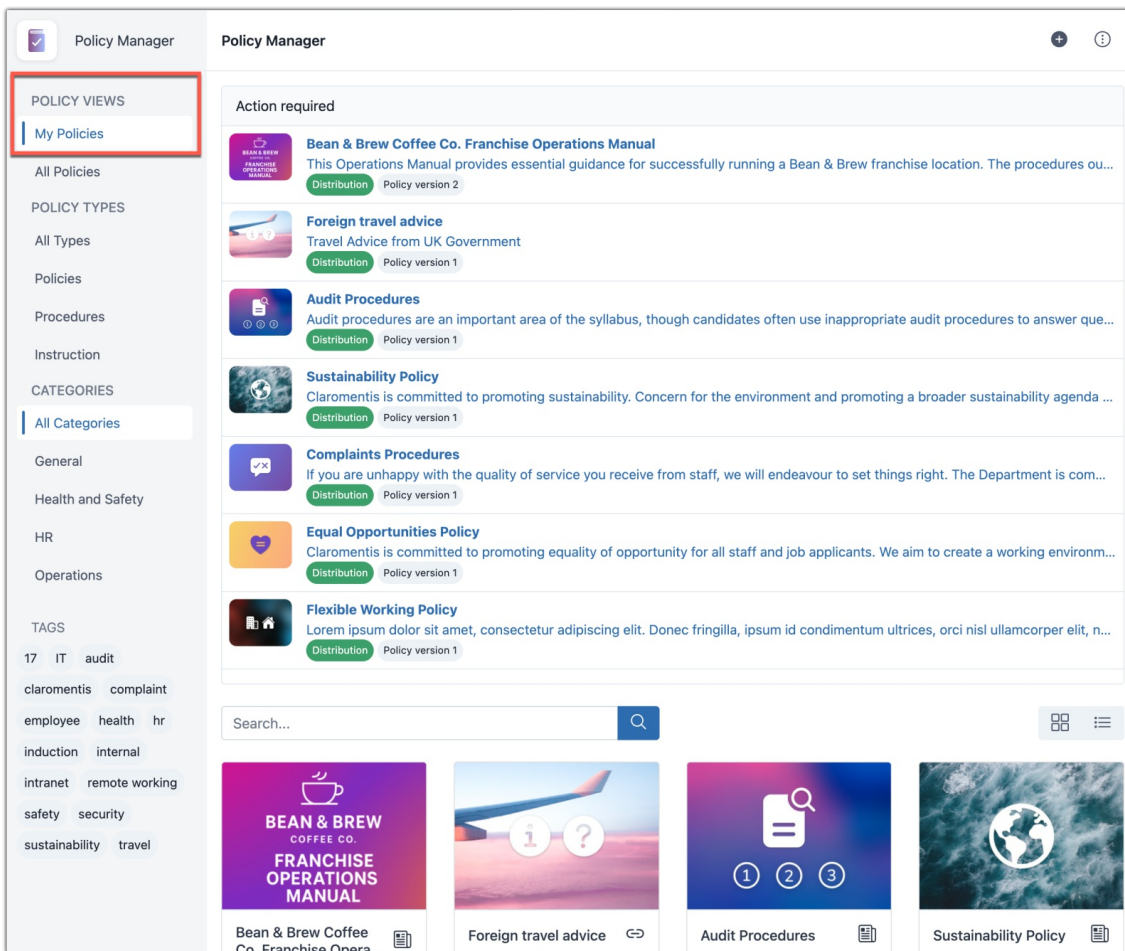
Policy acceptance notifications will not be sent:

- To users added to the target distribution in a policy that is already live (in 'Distribution')
- To the user who makes a policy live (whether for a new policy overall or a new version of an existing policy) even if they are in the 'Target Distribution'
- To the user who sends a reminder, even if they have not yet accepted the policy, they send the reminder for

Please review our guide on [policy notifications](#) to understand more.

- The front end of the policy manager

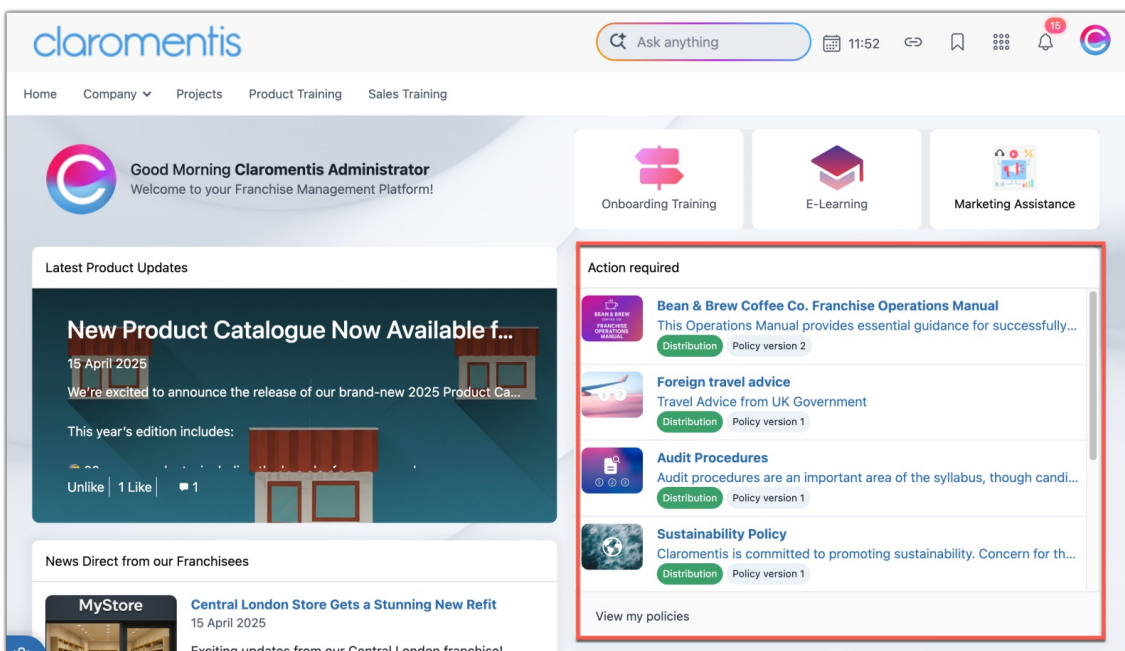
When accessing Applications > Policy Manager and clicking into the 'My Policies' view, a user will be shown all policies they have been asked to read & accept (they have the 'target distribution' permission for)



Please note: It is possible to change which view opens by default on the [admin side of the application](#). So if this has been changed to 'All policies', users will need to click into the 'My policies' tab themselves to view the list.

- The Policy Manager page component

If your team have used the corresponding [Policy component](#) on pages of your site, the settings can be tweaked to show users the list of policies they are in the target distribution for, and have been asked to read & accept.



The Read & Accept area

Once a user has opened a policy from any of the aforementioned areas, a green acceptance box will appear at the end of all policies for which a user has the 'target distribution' permission.

(The acceptance text can be altered per policy when [being created](#))

Policy Manager > Policy Details

POLICIES
POL-0002 - Flexible Working Policy
Distribution Policy version 1 remote working, hr

Review Date 30 December 2027

+ Create New Version

Edit Properties

Acceptance Status

Related Items

Flexible Working GOV

Working Hours Policy

The Arrangements for Working Hours including Remote and Homeworking

1. Working hours

Full-time hours of work will be 35 per week as per the contract of employment. Office hours are between 9am and 5pm and during this period the office must be adequately staffed so that the services may be provided efficiently. This will include the lunchtime period. For example, there must be at least 1 employee present in each service department during these times. During occasional events such as team lunch or activity, an emergency support contact arrangement must be in place.

Working times are subject to management approval.

2. Contracted hours:

The contractual working week for full-time employees is 35 hours to be worked over 5 days (Monday to Friday) a minimum of 7 hours a day. For part-timers, working hours will be as stated in the contract of employment and work days agreed with the manager.

3. Core –Time

The daily working core time is from 10:00 to 16:00 and during these periods all employees must be present at work apart from when taking agreed breaks (lunch break), allowing for meetings and collaborative work to take place. If for any circumstances employees are unavailable during core hours, this must be discussed with your manager.

4. Lunch Breaks

Employees may take up to maximum of 1 hour for lunch, a longer break may be taken subject agreement with the manager and additional time taken must be made up to a 7 hour day.

Download as PDF

Policy Details | Comments | Asset History | Policy History | Approval History | Acceptance History

Distribution

Please read this policy and indicate that you have read it and understood

Policy Read & Understood

Submit

Category	General, HR	Status Changed by	
Review Date	30 December 2027		
Last Modified by	Claromentis Administrator	Author	Abigail Clark
Creator		Owner	Abigail Clark

They can check the box and click 'submit' to record that they have read and accepted its content, which is logged in the audit.

This timestamp will display in the policy to the user.

Choose from Completeness, Validation, and Allocation

Step 3: Note the following while writing down the audit procedure
Audit procedures should be written in such a way that even a junior auditor will be able to understand what is to be done.

Download as PDF

Policy Details | Comments | Asset History | Policy History | Approval History | Acceptance History

You accepted this policy on 01-04-2026 12:18

Users can no longer accept the policy, and the only way they will be prompted for this is if an administrator [creates a new version of the policy](#) and the user is again given 'target distribution' permission.

Please note: Claromentis cannot control whether a user actually reads the policy content before marking their acceptance. The responsibility is on the user themselves to only check the box if and when they have read and understood all included content.

Acceptance status area

Once a policy has been made live, any users who have asked to accept it will begin to.

The date on acceptance is stored under the 'acceptance status' tab:

The screenshot shows the 'Policy Manager > Policy Details' page for 'PROCEDURES OPS-001 - Bean & Brew Coffee Co. Franchise Operations Manual'. The page includes a logo for 'BEAN & BREW COFFEE CO. FRANCHISE OPERATIONS MANUAL', a description of the manual, and an introduction. On the right side, there are buttons for '+ Create New Version', 'Edit Properties', and 'Acceptance Status' (highlighted with a red box). Below these buttons is a section for 'Archived versions' showing a previous version of the manual.

This is only accessible to users with '[Edit Policy](#)' permissions.

From here, administrators can see who has already accepted the policy and send a reminder (to only those who have not yet accepted) if necessary.

The screenshot shows the 'Policy Manager' interface with a search bar and filters for 'All', 'Accepted', and 'Not Yet Accepted'. The summary shows 0 Accepted, 63 Not Yet Accepted, and 63 Target Distribution. Below the summary is a table of users with their status and a 'Send reminder' button (highlighted with a red box).

Name	Status	Asset Version	Date
Claromentis Administrator	⊖		
Jennifer Langdon	⊖		
Pippa Fraser	⊖		
Vanessa Wright	⊖		
Stephanie Hunter	⊖		
Victor McLean	⊖		