



Renewing Policies

Overview

When policies are close to expiring, you'll need to renew them so they are up-to-date. In this article, we will provide you with the best way to go about renewing your annual policies while retaining the older version and its acceptance history.

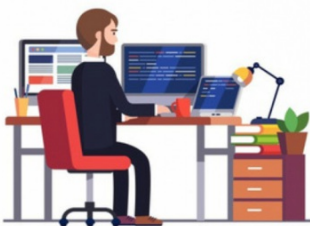
If you would like to find out more about the Policy manager Lifecycle, please click [here](#).

How to renew a policy

When renewing a policy, we recommend using our '+ Create New Version' feature. By doing so, the old policy will be available while the new one is created.

This policy is currently live and in version 1.

Policy Manager / Policy Details



POLICIES

POL-0002 - Flexible Working Policy

Distribution

Policy version 1

remote working, hr

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec fringilla, ipsum id condimentum ultrices, orci nisl ullamcorper elit, nec tincidunt neque erat et augue.

Review Date 30 December 2022

+ Create New Version

Edit Properties

Acceptance Status

As you can see here, you can edit/update the existing policy without having to re-create one from scratch. Now you can update the reference number and content as needed to reflect the revised policy.

Policy Manager

You have started the process of creating a new version of this policy. If you wish to just edit the existing policy please click [here](#).

POL-0002 - Flexible Working Policy

Summary

Related Items

Permissions

Ref.*POL-0002

TypePolicies

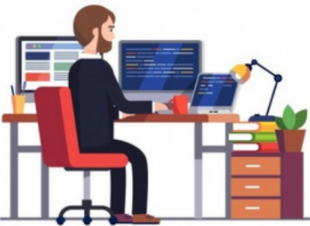
Title*Flexible Working Policy

DescriptionLorem ipsum dolor sit amet, consectetur adipiscing elit. Donec fringilla, ipsum id condimentum ultrices, orci nisl ullamcorper elit, nec tincidunt neque erat et augue.

Once you have finished updating the policy and hit the 'Submit' button, the policy will save as 'Draft' and record the new version. You will also be able to see the Archived (previous) versions of the policy.

This version is currently not yet live but has been moved to version 2.

Policy Manager / Policy Details



POLICIES

POL-0003 - Flexible Working Policy

Draft

Policy version 2

hr, remote working

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Edit Properties

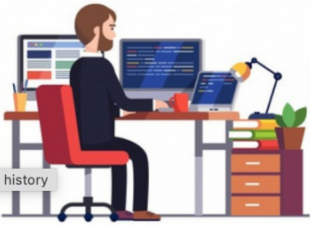
Archived versions

POL-0002 - Flexible Working Policy

Reminder: Only those with permission will be able to see the Archived policies from the front-end of the application.

To move to the next stage of your workflow, select 'Edit properties' and change the status accordingly:

Policy Manager / Policy Details



POLICIES

POL-0003 - Flexible Working Policy

Draft

Policy version 2

hr, remote working

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Edit Properties

Archived versions

POL-0002 - Flexible Working Policy

STATUS

Set review Date

✓ Draft

Consultation

Ratification

Distribution

Archive

Set status expiry Date

Owner*

Abigail Clark

×

Browse

Author*

Abigail Clark

×

Browse

Submit

Distribution stage

Now that your policy is updated and ready to go, you can move it to the last stage, also known as the Distribution status.

Before this takes place, you will be prompted with the following option to choose whether to send a notification to users (in 'Target Distribution') of the new policy or not:

Policy Manager

Please note: The old version of this policy **POL-0002-Flexible Working Policy** will be automatically recalled and replaced with this one. The old policy will be available in the version history.

Send notification to users to read and re-accept the new version of this policy.

Do not send notification

Submit

Please note: As stated above, the old version of the policy will automatically be recalled/archived and replaced with the new one. The old policy will be available from the Policy History and the acceptance history of the prior version will also be retained (in 'Acceptance Status').

For more information on recalled policies, please [click here](#).

Your policy is now live and will appear as such:

Policy Manager / Policy Details

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