



## Policy Assessment Download

A one-page diagnostic to identify policy gaps, compliance risk, and governance priorities for private organizations, public agencies, and municipalities.

### How to use this tool

1) Gather your handbook and key HR/administrative/technology policies. 2) Complete the checklist and total your score. 3) Prioritize the lowest-scoring areas for review and remediation.

Organization: \_\_\_\_\_ Completed by: \_\_\_\_\_  
 # Policies/Directives: \_\_\_\_\_ Last full review: \_\_\_\_\_ (MM/YYYY)

### 12-item rapid checklist (1 point each)

<input type="checkbox"/>	Core HR policies exist and are accessible (equal employment, harassment, leave, discipline).	<input type="checkbox"/>	Documentation standards exist (forms, records, file retention expectations).
<input type="checkbox"/>	Policies align with applicable federal/state requirements (and sector-specific rules).	<input type="checkbox"/>	Training and acknowledgements are required and tracked for key policies.
<input type="checkbox"/>	Authority, approvals, and accountability are defined (who decides, who enforces).	<input type="checkbox"/>	Enforcement is consistent; exceptions are limited and documented.
<input type="checkbox"/>	Plain-language policies reflect actual practice (not aspirational only).	<input type="checkbox"/>	Policies have a review cycle (at least every 24 months) and named owner(s).
<input type="checkbox"/>	Policy set is consistent across documents (handbook, SOPs, CBAs, directives).	<input type="checkbox"/>	Technology and data rules exist (acceptable use, privacy, security, data access).
<input type="checkbox"/>	Complaint/grievance and investigation processes are documented and followed.	<input type="checkbox"/>	AI/automated tools are governed (approved uses, transparency, oversight).

### Scoring guide

0-4	Critical gaps	Prioritize foundational policy development and compliance alignment.
5-8	Moderate risk	Update, harmonize, and strengthen training/enforcement practices.
9-12	Strong foundation	Maintain review cycle; modernize governance and technology/AI controls.

**Next step:** Identify your top 3 priorities, then request a structured Policy Audit & Compliance Review to validate risk, close gaps, and modernize governance.

Contact: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Disclaimer: For informational and planning purposes only; not legal advice.