

POLICY & GOVERNANCE ADVISORY : ONE PAGE POLICY ASSESSMENT



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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.
- 4) Input contact information.

Organization: _____	Contact Name: _____
Policies/Directives: _____	Last full review: _____
Phone: _____	Email: _____

12-item rapid checklist (1 point each)

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

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

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