

# Potomac River Partners Policies & Procedures

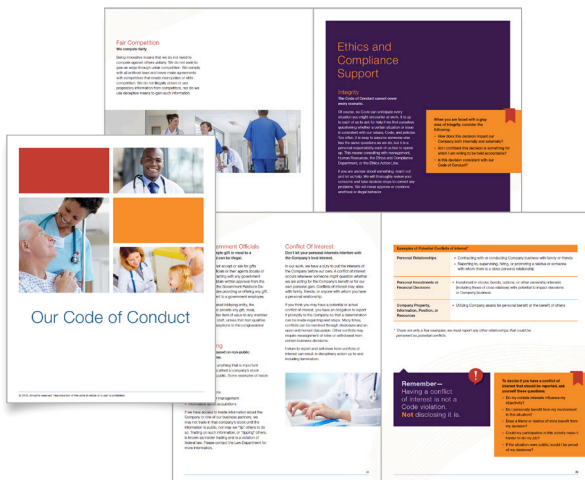
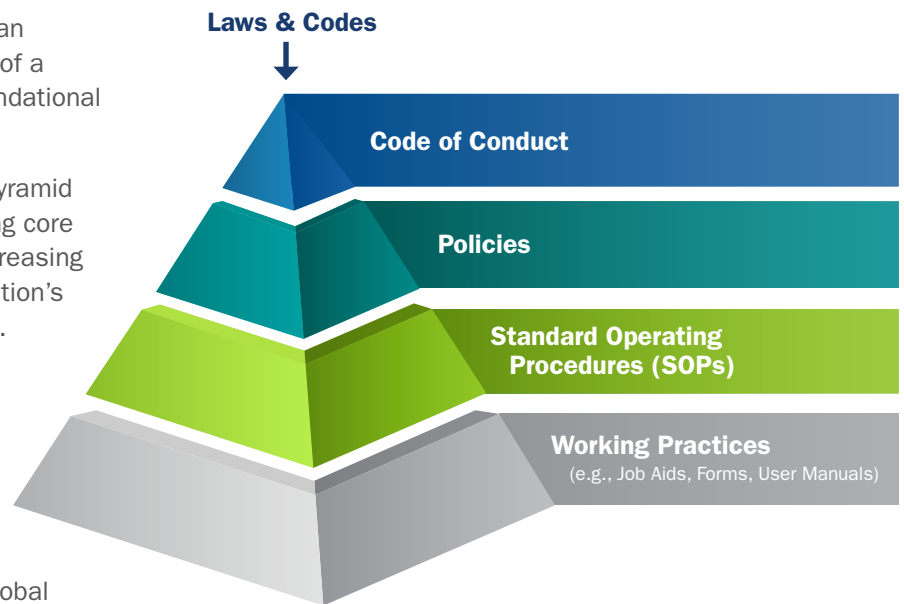
Delivering compliance through clear, comprehensive, and consistent documentation.

## Document Pyramid

Policies and procedures are the first element of an effective compliance program. It's the backbone of a proper functioning organization providing the foundational framework of the overall program.

Ideally, compliance documentation looks like a pyramid with the Code of Conduct at the pinnacle outlining core values and expectations. Each layer provides increasing detail and instruction for supporting the organization's mission while meeting government requirements. Yet, this critical architecture is often difficult to implement and maintain—especially across national borders.

Potomac brings a comprehensive, global mindset to strategize and develop documentation at all levels of the pyramid. We have a unique understanding of the challenges facing global life science organizations and bring expertise in tailoring content across borders, country practices, and languages.



## Code of Conduct

The essential starting point for setting the tone at the top and creating a culture of compliance. Is your Code of Conduct informative, clear, visually appealing and user friendly? From content to design, we help clients to update and refresh their existing Codes of Conduct to reflect current industry best practices. Our writing includes simple, straight-forward language. Our professional design services create a fresh, positive impact.

