

# Policies & Procedures

Establish clear standards for ethical behaviors

## WHAT WE DO



Custom Content



Policy Simplification



SOPs & Job Aids



Codes of Conduct



Manuals & Highlights



Launch Pad Documentation

## WHY POTOMAC

We recognize that life science organizations' policy and procedure needs vary depending on size, maturity, and business. We aim to right-size your documentation to match your organizational needs and make it accessible to those who must understand and adhere to it.

Our value lies in our ability to distill and communicate complex laws, codes, and regulations in simple, clear, and concise language accessible to all employees.

## WHAT WE DELIVER

- **Accessibility:** We simplify complex compliance concepts into straightforward, easy-to-understand language
- **Fit-for-purpose guidance:** We work with cross-functional business partners to ensure your written standards address your unique business practices
- **Expertise you can trust:** Our industry knowledge and benchmarking capabilities help ensure your documentation is up-to-date

## CONTACTS



**Adam Oakley**  
Senior Director



**McCulloch Cline**  
Director



**John McCrossan**  
Senior Manager

