

ONETRUST POLICIES VALIDATION CHECKLIST

Your policy data from the OneTrust system has been successfully migrated to your new Compliance Cockpit. While the migration was designed to maintain parity with your existing policy management program, please note that your new Policies module is not a replication of the OneTrust module.

Use the tables below to review and validate that your policies and configuration have been migrated appropriately. We suggest that you choose 2-3 policies that are representative of your program and use them to validate. If any data points need to be discussed, make a note and present it during our next call. Please note that depending on your configuration in OneTrust, you may not have all of the configuration or data noted in the full list.

1.1.1. General

OneTrust Data Point	EQS Migrated Data Point	Validated	Issue
Module Name: Ethics Policy Management	Module Name: Policies (in Compliance Cockpit)	<input type="checkbox"/>	<input type="checkbox"/>
Employee Portal	Integrity Hub	<input type="checkbox"/>	<input type="checkbox"/>
Policies	Policies appear in two tabs: Work in Progress ('Draft', 'Approval pending', 'Ready to Publish' policies) Published Policies ('Published', 'Archived' policies)	<input type="checkbox"/>	<input type="checkbox"/>

1.1.2. Policy Details

OneTrust Data Point	EQS Migrated Data Point	Validated	Issue
Policy Details	Policy Data (Details & specifications)	<input type="checkbox"/>	<input type="checkbox"/>

Document Type (Policies, Standards, Procedures)	Policies All OneTrust document types (policies, standards, procedures) will be migrated in EQS Policies	<input type="checkbox"/>	<input type="checkbox"/>
Policy name	Policy name	<input type="checkbox"/>	<input type="checkbox"/>
Summary	Description	<input type="checkbox"/>	<input type="checkbox"/>
Published Version	Version No.	<input type="checkbox"/>	<input type="checkbox"/>
Category	Category Note: All Policies will migrate with a Category of "migration". This can be updated after migration.	<input type="checkbox"/>	<input type="checkbox"/>
Default Language	Default language	<input type="checkbox"/>	<input type="checkbox"/>
Effective Date	Not Migrated – provided via extract Note: Can be added via Workflow Forms	<input type="checkbox"/>	<input type="checkbox"/>
Expiration Date	To be reviewed on	<input type="checkbox"/>	<input type="checkbox"/>
Custom Attributes	Not Migrated – provided via extract Note: Can be added via Workflow forms	<input type="checkbox"/>	<input type="checkbox"/>
Managing Organization	Not Migrated – provided via extract Note: Can be added via Folders for managing admin access, and via Audience for managing employee access.	<input type="checkbox"/>	<input type="checkbox"/>
Created date	Created date	<input type="checkbox"/>	<input type="checkbox"/>
Published date	Published date	<input type="checkbox"/>	<input type="checkbox"/>
Created by	Created by Migrated into Comments on the policy	<input type="checkbox"/>	<input type="checkbox"/>
Published by	Published by Migrated into Comments on the policy	<input type="checkbox"/>	<input type="checkbox"/>
Activity	History Not Migrated – provided via extract	<input type="checkbox"/>	<input type="checkbox"/>

1.1.3. Policy Content

OneTrust Data Point	EQS Migrated Data Point	Validated	Issue
Policy Builder	Policy Content	<input type="checkbox"/>	<input type="checkbox"/>
Version history	Versioning	<input type="checkbox"/>	<input type="checkbox"/>
Policy types: Word document, PDF, OneTrust Builder	Policy types: Word document, PDF, EQS Builder Note: Builder Formatting may not migrate exactly, but EQS Builder provides equivalent formatting capabilities to OneTrust Builder.	<input type="checkbox"/>	<input type="checkbox"/>
Documents (Supplementary documents for administrators)	Additional materials Note: Not migrated – Please download any documents/ links you would like to save and use. Note: EQS has a similar but distinct feature that allows for supplemental documents that are visible to employees (OneTrust supplementary documents were only admin-facing)	<input type="checkbox"/>	<input type="checkbox"/>
Translations	Translations Note: Policy translations can be added in Policy Content	<input type="checkbox"/>	<input type="checkbox"/>

1.1.4. Policy Workflow and Attestations

OneTrust Data Point	EQS Migrated Data Point	Validated	Issue
Policy Workflow	Workflow Not Migrated Note: Policy workflow can be added in Workflow Template. The designated Policy Approver on the OneTrust policy will be incorporated into a single-stage workflow in EQS via migration tooling.	<input type="checkbox"/>	<input type="checkbox"/>
Attestation	Certification	<input type="checkbox"/>	<input type="checkbox"/>

1.1.5. Policy Users & Roles

User roles/ groups can be seen and managed in Data Center.

Policy designation can be seen and managed within the Policy details.

OneTrust Data Point	EQS migrated Data Point	Validated	Issue
User Roles: Ethics Policy Owner / Ethics Policy Approver	Not Migrated OneTrust users designated as Policy Owners or Policy Approvers will be granted administrative access to the EQS Policies module.	<input type="checkbox"/>	<input type="checkbox"/>
Policy Owner (policy designation)	Policy Owner (policy designation)	<input type="checkbox"/>	<input type="checkbox"/>
Policy Approver (policy designation)	The OneTrust Policy Approver(s) are migrated as approvers on a one-stage workflow for each policy	<input type="checkbox"/>	<input type="checkbox"/>
Employee (user role)	Employee (user role)	<input type="checkbox"/>	<input type="checkbox"/>
Policy assignment audience	User Groups All employees who had been assigned a policy in OneTrust will continue to have access to that policy in EQS. Employees will be part of an assigned User Group audience for the appropriate policies.		