



Policy & Procedure Management, Done Right

Author, approve, publish, and prove compliance — on SOC 2 compliant infrastructure.

PolicyPen gives growing businesses a single, audit-ready home for every policy and procedure. Draft with confidence, route through the exact approvals you require, publish to your team, and capture the attestations and audit trail your customers and auditors expect — without the spreadsheets, shared drives, and email chains.

Built for control

- ▶ **Configurable approval workflows** — multi-step, role-based sign-off per document or group.
- ▶ **Version history & rollback** — every change tracked; restore any prior version.
- ▶ **Acknowledgments & attestation reporting** — know exactly who has (and hasn't) signed off, exportable to XLSX.
- ▶ **Rich authoring & document import** — bring existing policies in and keep them current.

Secure & compliant

- ▶ **SOC 2 compliant Azure** hosting, isolated per-tenant databases and storage.
- ▶ **SIEM-ready audit trail** — tamper-evident logging with push/pull export.
- ▶ **Microsoft Entra / Azure AD SSO** with optional enforcement.
- ▶ **Role-based access control** — admin, approver, editor, and viewer roles.

Simple per-seat pricing

Starter

\$6 /user/mo

From 5 seats · up to 50 users

Business

\$5 /user/mo

From 10 seats · up to 250 users

Enterprise

\$4 /user/mo

From 25 seats · unlimited users

Enterprise add-on — AI Policy Assistant (+\$1/user/mo): employees ask questions in plain language and get answers cited from your published policies, powered by your own Microsoft Foundry (Claude) connection — AI usage billed to your Azure account. Self-service, on in minutes.

Start a free 14-day trial — no credit card required.

Spin up a private workspace in minutes and invite your team.

policypen.com/demo