Praxonomy

# Better Board and Committee Meetings with Praxonomy

The Praxonomy board portal is a secure, easy-to-use and practical meeting management application for Boards of Directors. Praxonomy enables more efficient meeting administration, real-time board papers distribution, better records management and more secure collaboration. Praxonomy empowers boards to make better decisions while saving time and money.

# PRODUCT BENEFITS

## FOR BOARD DIRECTORS

### Paperless meeting preparation

Praxonomy provides a superior board papers reading experience. You can quickly jump to specific sections of board papers or search for text. Updates and new versions of documents are pushed to you in real-time.

### See priorities with one glance

The Dashboard gives Board members a quick overview of what's most important, including upcoming meetings, with shortcuts to agendas and board packs, in order to help you take action on priorities.

### Easier, more secure collaboration

Features such as commenting and discussions make for more meaningful communication and collaboration between Board members, even outside the boardroom.

### 24/7 access to board materials

Praxonomy is optimised for devices in all form factors, whether laptop, tablet or smartphone, so it fits your workflow. And it's cloud-based which allows 24/7 access to information anywhere with an internet connection.

## FOR COMPANY SECRETARIES

### Organising meetings made easy

Praxonomy offers a complete toolset to help manage and track board and committee meetings – from putting together agendas and board packs, to recording minutes and archiving meetings as official records.

### Drag-n-drop board pack creation

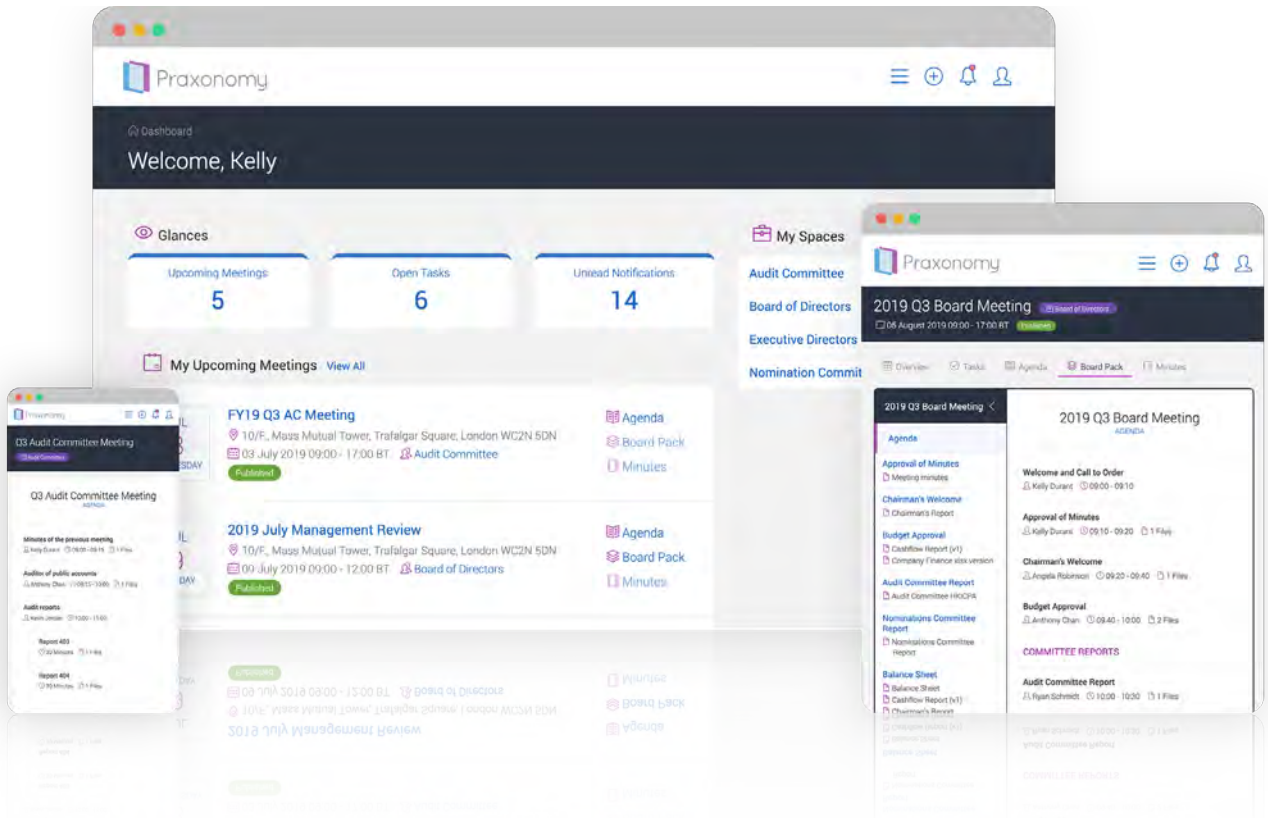
Link meeting documents in any file format to agenda items and seamlessly compile them into digital board packs with a table of contents for easy navigation. Changes are pushed to meeting participants immediately.

### Staying on top with task management

Meeting-specific task management helps ensure every meeting is well prepared, in a collaborative way, and all post-meeting action items are assigned and tracked.

### Flexible roles and permissions

Spaces, board packs and individual files can be granted specific access privileges by user or by role. The system offers the ability to customise files permissions such as edit and download restrictions.



## INDISPENSIBLE SECURITY FOR BOARD INFORMATION

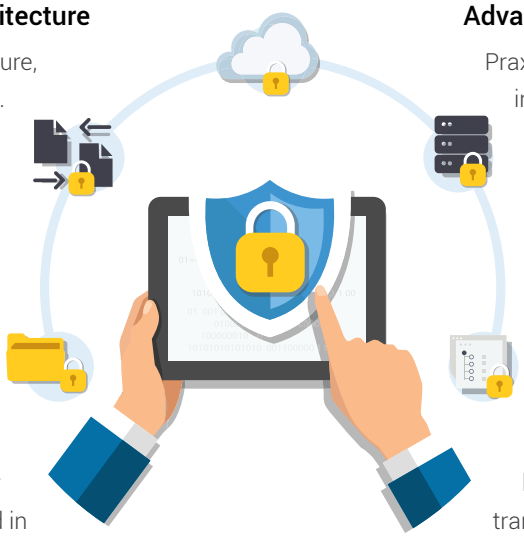
Exchanging sensitive information through means such as email attachments, printouts and mass-market cloud storage solutions exposes boards to security risks. Praxonomy helps mitigate these risks by providing a secure, dedicated platform where all board information can be centrally managed and shared in accordance with flexible access control configurations.

### Highly robust architecture

Praxonomy is hosted in highly secure, ISO27001 certified data centres in Europe. Our high-availability infrastructure design consists of failover mechanisms and redundancy to ensure the reliability of service and prevent data loss.

### Independently audited

Praxonomy appoints independent security experts to perform regular and in-depth security audits. We also employ internal processes to ensure security measures are properly implemented and in accordance with best practices.



### Advanced data encryption

Praxonomy keeps your data encrypted in transit and at rest using advanced protocols. Encryption helps ensure the confidentiality and integrity of your communications, data and files.

### Privacy by design GDPR

Praxonomy is transparent about the data we collect and why. We are fully compliant with the strict data protection laws of the EU (GDPR). We publish annual transparency reports detailing our privacy policies and third-party requests.

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IS 696820

**Praxonomy is ISO/IEC 27001:2013 certified**

ISO 27001 is one of the most widely recognised and internationally accepted information security standards outlining best practices for information security management systems.

> "In light of this Cure53 black-box security assessment, it can be stated that the Praxonomy application makes a rather positive, robust impression."
>
> **Dr.-Ing. Mario Heiderich**
> Founder of Cure53, Berlin-based cybersecurity firm

*(Despite repeated efforts, Cure53's analysts were unable to break Praxonomy's document security.)*

## MAKING THE TRANSITION IS EASY

### Easy to implement

From activation to scheduling your first meeting takes only minutes. We take care of everything behind the scenes so you can focus your time on what matters most. Praxonomy's powerful features are designed to be easy to use and require minimal training.

### Tailored onboarding

Effective onboarding is critical. Our team provides you with the expertise to make sure your Praxonomy solution is set up to meet the needs of your organisation. We have designed a flexible, role-based training program and we work with you every step of the way.

### First-class support

A library of self-service support resources including user guides, how-to videos, a knowledge-base and checklists are available to you. In addition, a team of product experts are only a call, email or chat away — 24 hours, 7 days a week.

# Praxonomy Helps Strengthen Compliance and Corporate Governance

### High security for board-level information

- Purpose-built platform to safeguard sensitive data and documents
- Reducing the risk of data breaches

### Compliance around accountability

- A clear view of individual responsibilities
- Centralised tracking of decisions, actions agreed, tasks assignment

### Confidentiality of Information

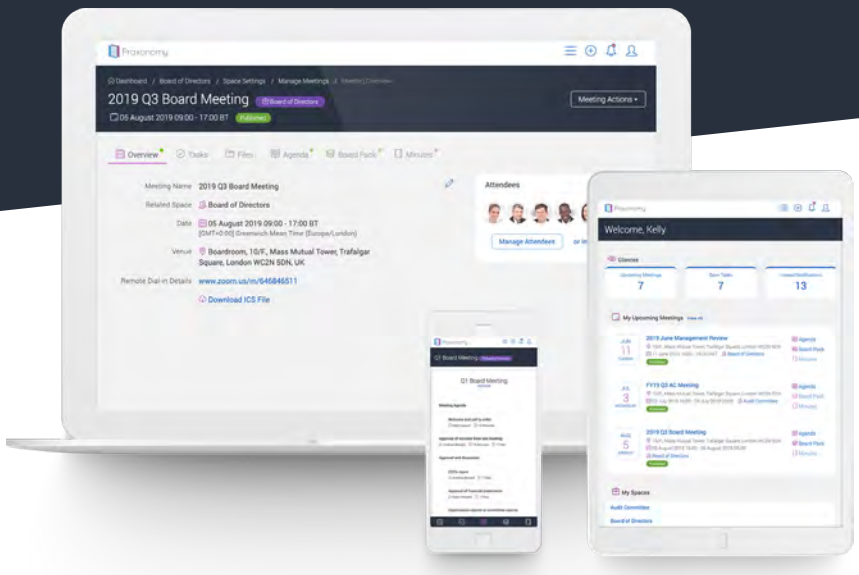
- Deliver information in real time on a need-to-know basis
- Easy tracking of document access with clicks
- Spaces to restrict group access to information (committees)

### Efficiency gains enable good governance

- Countless hours saved from compiling, updating and distributing board papers
- Anywhere access and collaboration on board papers
- Better informed decisions from more engaged board members

### Better record-keeping

- Meeting records are archived and immutable
- A centralised system for board records




## GO PAPERLESS TODAY

- ✓ Simplified board meeting administration
- ✓ No more bulky board papers or last-minute emails
- ✓ More engaged and informed board members
- ✓ Protect sensitive data from security breaches
- ✓ Single source of truth for board activities
- ✓ Reduce the risk of non-compliance
- ✓ Substantial resource savings

Scan the code and learn more through our website www.praxonomy.com or you can email us at sales@praxonomy.com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