



# Integreon is **On** so you can be too

COVID-19 has drastically changed business on an international scale with no organization immune to its impact. Around the world, corporations and law firms have had to quickly shift to new working models, technologies, modes of communication, and company strategies to support "business as usual".



## Commitment to Employee & Client Well-being

With delivery centers in the United States, United Kingdom, India, and the Philippines, COVID-19 has meant shifting 3,000+ employees to a work from home (WFH) solution for their well-being while meeting client expectations and requirements for quality, security, and productivity.

We are proud to say, our global workforce is ON and fully equipped to support your Legal, Contracting, Risk and Regulatory, and Business Enablement services needs worldwide.



## Ready, Willing & Secure

Our services often require access to sensitive and confidential data relating to litigations, investigations, cybersecurity incidents, contracting terms, and compliance inquiries. To meet our clients' rigorous standards, Integreon offers a highly secure work-from-home (WFH) solution. With client approval, Integreon is able to deliver the same standard of quality, productivity, and security our clients expect.

Whether facing new challenges or seeking an innovative approach to reduce costs, increase efficiency, and improve quality, Integreon's interdisciplinary teams of lawyers, paralegals, document review and contract professionals, graphic designers, and document processors are poised and ready to help from secure WFH environments.

	Integreon Delivery Center	Integreon Work from Home
<b>Confidentiality / NDAs</b>	All employees sign Integreon NDAs in addition to client specific NDAs as requested	
<b>Security Awareness &amp; Training</b>	All employees complete annual security training, assessments and acknowledgement of policies.	
<b>Data Access Security</b>	Unique, auditable user accounts with specific access security such as dual-factor authentication for client remote environments	
<b>Informational Artifacts Security</b>	Clean desk policy, USB ports disabled and document destruction process for physical materials	USB ports disabled and hardware restrictions prohibit local saving or printing of materials

COVID-19 has created new issues and made what was business as usual, even more challenging. Here are just a few ways Integreon is helping clients shift to a steady state now and prepare for the future:



## Contracting & Regulatory Events Services

The fundamental question is, how can organizations determine contractual risk and better prepare?

The answer is not just legal in nature, but needs to address business relationships before, during, and in a post COVID-19 world. Through a combination of process, technology and a global footprint of contract specialists and trained lawyers, Integreon is ON and ready to help.

- Development of a response plan and inventory of contracts for force majeure and other related clauses
- Solution development for regulatory events including IBOR, CCPA, GDPR, and Brexit
- Contract lifecycle management process and technology assessment
- Contract abstraction and migration
- Contract drafting and negotiation



## Business Enablement Services

Whether you need quick access to legal document or administrative support, design,

or research resources, Integreon has experienced professionals equipped to work as an extension of your team or management of a complete scope of services:

- Technology to improve processes and ensure access to secure environments
- Expanded work hours to yield quicker turnaround times while still achieving the required level of quality
- Cost reductions through use of efficiency gaining resources, technology, and process enhancements



## Legal Services

Powered by SecureReview, Integreon's WFH legal services solution provides enhanced security features for managed document review, cyber incident notification list development, DSAR responses, and investigations:

- Detailed reviewer activity logs
- Use of best practices security configurations including data encryption at rest
- Prevention of informational artifacts (cached documents, search terms, and custodian's names) from being downloaded to local computers



### Integreon Hardware

- USB Ports disabled for data

### SessionGuardian Client

- Screenshot Prevention
- Watermark
- Unauthorized IP Address
- Webcam (configurable)
  - User Presence
  - Unauthorized User
  - Phone Detection (beta)

### SecureReview Virtual Machine

- URL Restrictions
- Email Restrictions
- Data Encrypted at Rest

To learn more about Integreon's response to COVID-19 and our services, please contact:  
[info@integreon.com](mailto:info@integreon.com) or visit [www.integreon.com](http://www.integreon.com)