

STANDARD OPERATING PROCEDURE

 **LEGAL REVIEW SUBMISSION PORTAL**

 ***REQUESTOR INSTRUCTIONS***

FEBRUARY 2021

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# PURPOSE

In an effort to be more efficient and provide the business exceptional service with reasonable turn-around times, the Global Legal Department has developed a Legal Review Submission Portal (LRSP) providing an “Intake Form” that Brink’s employees use to submit certain information for review to the Global Legal Department. The LRSP will route the requests (based on Intake Form data) to the appropriate Reviewer. This will get the requests in the hands of the right Reviewer in a timelier manner. The LRSP will not keep track of the entire cycle of the review from start to finish. The LRSP will only keep track that an Initial Review was given and note the date/time of that action.

# SCOPE

The Request Types being offered in the LRSP are below. In the future, the scope of what may be submitted through the LRSP could expand to include more Request Types.

## Marketing/Advertising

Material that will be shared externally with existing and potential Brink’s customers in any jurisdiction and in any format (print, online, etc.) must be reviewed by the Global Legal Department globally by submitting this form.

Examples of advertising and marketing material includes: sales collateral (brochures, etc.), videos posted to www.brinks.com or prepared in order to show to existing or potential customers in any venue, customer “insights” and other “blog” material posted on www.brinks.com or another online platform (e.g. a strategic partner’s website), and descriptions of Brink’s solutions posted to www.brinks.com.

 Material that does not need to be submitted for review via this form includes:

* press releases (these should be submitted to corporate communications, which will coordinate with legal)
* media articles or interviews (these should be submitted to corporate communications, which will coordinate with legal)
* internal communications (these should be submitted to the country or regional general counsel)
* direct customer communications (these should be submitted to the country or regional general counsel for review)

# ACCESS/LOGIN

## OneStop

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To access the LRSP:

* Navigate to OneStop (<https://brinks.service-now.com/onestop>). If it requires a login, use your network ID and password.
* Select “Make a Request”
* Under the “Categories” on the far left navigation, select “Legal & Compliance”
* Select the “Legal Review Submission” icon or use [this link to directly access the Intake Form](https://brinks.service-now.com/onestop?id=sc_cat_item&sys_id=94c11b031bad6cd0dc7fdb91dd4bcb18&sc_catalog=null)

# PROCEDURES FOR SUBMITTING THE INTAKE FORM

## Review the Scope

It is essential that you review the scope at the top of the form to ensure your request for review meets the criteria for this Intake Form. If your request falls outside of the scope of this Intake Form, contact your local country lawyer for more information. You may find the latest Global Legal Contacts by selecting [Contact Us](https://customerportal.brinksinc.com/en/web/brinks-resource-library/contact-us).

## Complete the Fields

If your request meets the scope of this Intake Form, complete all of the mandatory fields and attach all documents that require review. If you need more information about a field, select the round, blue question-mark symbol at the end of each field for a brief explanation.

### Request Type

Select the type that represents the type of review you are requesting.

### Request Title

Provide a short name for this request. This will be used for communications.

### Request Description

A short description of the request for review.

### Audience

Is this request for global, regional (multi-country) or country-specific use? If you select Country-Specific option, the Country field will become visible and mandatory.

### Country

Select the country for this request. If there is more than one country, return to the Audience field and select Regional/Multi-Country instead of Country-Specific.

### Region

Region where the majority of the services/communication takes place. The appropriate Region will be defaulted if the Country field is completed. If you select Global for the Audience, BCO/Global will be defaulted to the Region.

### Requested Response Date

Provide the date you would like to receive initial legal review. You can expect to hear from the reviewer within 2 business days.

### Request for Expedited Review

If you select a Requested Response Date within two days of todays date, then you are requesting the request be expedited and this field defaults to Yes. If you would like this request to be expedited for any other reason, select Yes.

### Expedited Review Justification

If the Request for Expedited Review field is Yes, this field becomes visible and mandatory. Provide an explanation as to why this request requires a response in less than 2 business days or must be expedited for any other reason.

### Editable Content

If the content is created at a global level and is intended to be edited for use by one or more countries after this review, select Yes. Otherwise, select No.

### Content Previously Approved

If this request is related to content that has been previously approved, select Yes.

### Previous Related Approval

If Content Previously Approved is Yes, this field becomes visible and mandatory. When you select the dropdown you will see the Request Number – Content Type – Request Title for the recently approved reviews. Select the item that was previously approved which relates to this new request.

### Anticipated Launch Date

Select the date of the anticipated publication or launch.

### Content Type

What is the type of content being submitted for review? Select from the list which most closely explains the content of your request. Select Other if no other option is appropriate.

### Other Description

If you select Other for Content Type, this field becomes visible and mandatory. Describe the Other content type for this request.

### Add Attachments

You must attach the items you are requesting for review. Select the paperclip icon, browse to your document and select Open. You will see the documents attached at the bottom of the screen. If you try to submit the Intake Form before adding an attachment, you will get a warning in red at the top of the screen.

### Submit

Select the Submit button. Don’t forget this step! This will launch your request to the Global Legal Department. If your submission is successful, you will get confirmation in green at the top along with your submission request number (which looks like this - LSUB#######).

# COMMUNICATIONS

## Request Received

As a Requestor, you will receive an email with the subject “Received: Legal Review Submission Portal”. This email will come from **Brinks Legal Department** and from the email address brinks@service-now.com. This is also the email address that Brink’s IT notifications come from so please make sure you don’t have an email rule which would prohibit your receipt of an email from this email address.

Your request will be routed to the proper Global Legal Department Reviewer. The Reviewer name will not be provided in this communication in the event that the request needs to be re-assigned for any number of reasons. You should hear something from your Reviewer within 2 business days confirming receipt and an estimated date that you can expect to receive an Initial Review. If an emergency arises and you need to provide information to the Reviewer, you may email legal.review@brinksinc.com. We ask you not to use this email for a follow-up to your submission unless it is absolutely necessary.

## Request Complete

As a Requestor, you will receive an email with the subject “Complete: Legal Review Submission Portal”. This email will also come from **Brinks Legal Department** and from the email address brinks@service-now.com.

If you receive this, that means the Reviewer changed the status of the request to “Legal Initial Response Completed”. At this point you should have received a communication from your Reviewer regarding this request. All communications and subsequent versions of the documents for review will take place outside of the LRSP.

If you receive this email and haven’t yet heard from the Reviewer, please reach out directly to the Reviewer named on the email for more information.

Even though the Initial Review has been completed, more iterations of the review could take place back and forth between the Requestor and Reviewer (outside of the LRSP). The LRSP will not keep track of the entire cycle of the review from start to finish. The LRSP will only keep track that an Initial Review was given and note the date/time of that action.

# VERSION HISTORY

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| --- | --- | --- |
| Owner | Approver | Last Revision Date |
| Kristina Keller | Dana O’Brien | 11 Feb 2021 |
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