



Employee Document Management (EDM)

Service Definition Document

G-Cloud 15

Status: Definitive

Security Commercial – In Confidence

Version no.1/0

THINKING
BEYOND
LIMITATIONS

We're Kainos

Formed in 1986, we set about finding the best people to tackle the most difficult digital work. We fostered a culture where people truly care for each other and the world around them.

Our reputation for software engineering and problem-solving was quickly established, and our customers started to view us more as their colleagues

We're much bigger now, helping organisations across the globe to navigate change in more ways than ever. But some things never change, like our commitment to our people, delighting our customers, and our technical ability

Some say we're leading a quiet revolution in digital, but if you ask us, we're just doing our bit to make the world a little bit better.



3,132 amazing
people



13 consecutive
years of growth



40 years
of innovation



£382m revenue
(FY2024)



13 locations
globally



FTSE 250 listed
tech company



Our core expertise

The digital revolution is already happening. We're leading from the front to help our clients **seize every digital opportunity** and be future-ready.



Cloud



Business Applications



Data and AI



Managed services



Engineering



Service and
experience design



Workday services
and products

- Test
- Audit
- Shield
- Deployment
- Optimisation
- Spark & Grow

Kainos Employee Document Management

Kainos Employee Document Management (EDM) is a Workday-native solution designed to transform HR document management for large, complex organisations. Built on the Workday Extend framework, EDM delivers secure, compliant, and automated document generation, storage, and retention capabilities. It eliminates manual processes and fragmented systems, enabling HR teams to streamline operations, improve compliance, and enhance employee experience.

Features

1. Implement security controls: encryption, segregation, logging, and audit trails.
2. Align governance to Five Safes; support DSPT CAF evidence.
3. Build standard pipelines with pseudonymisation and configurable automation.
4. Deploy and configure data analytics tooling, supporting Bring-Your-Own-License.
5. Define governed sharing workflows for multimodal data ingress/egress.
6. Design dataset management controls and data catalogue configuration.
7. Integrate with customer operations: monitoring, incident response, backup/restore runbooks.
8. Design scale, availability, security, and performance using cloud patterns.
9. Deliver upon buyer-approved cloud platforms using infrastructure-as-code
10. Integrate with customer IAM, SIEM, and ticketing systems

Benefits

1. Accelerate time to go-live using proven SDE/TRE design patterns.
2. Create safe and secure collaboration for all researchers.
3. Configure usage and budget controls including alerting mechanisms.
4. Mitigate vendor lock-in via customer-approved cloud agnostic portable patterns.
5. Minimise user disruption through SSO and approved BYOL support.
6. Enable faster repeat deployments through infrastructure-as-code templates.
7. Design services that scale to higher-volume workloads when required.
8. Design services supporting DSPT CAF, SATRE and ISO27001 controls.
9. Develop buyer capability through training, handover, and multidisciplinary support.

Service Description

Kainos Employee Document Management (EDM) is a Workday-native solution designed to transform HR document management for large, complex organisations. Built on the Workday Extend framework, EDM delivers secure, compliant, and automated document generation, storage, and retention capabilities. It eliminates manual processes and fragmented systems, enabling HR teams to streamline operations, improve compliance, and enhance employee experience.

EDM centralises all HR document workflows within Workday, ensuring seamless integration with core HR processes. The service supports global compliance requirements, multi-country operations, and scalable deployments. By leveraging automation and integration with leading e-signature providers, EDM accelerates document turnaround and reduces administrative burden.

- Document Generation: Automated creation of employment contracts, policy acknowledgements, and other HR documents.
- Secure Storage: Documents stored in Workday's Worker Documents repository.
- E-Signature Integration: Supports DocuSign and Adobe Sign for legally compliant signing workflows.
- Retention Management: Automated purging policies aligned with global and local regulations.
- Audit and Reporting: Comprehensive audit trails for compliance and governance.

Architecture and Technology

EDM is built using Workday Extend and hosted on AWS for document generation services. This architecture ensures:

Native Workday Integration: All document-related tasks are accessible within the Workday UI.

- Scalability: Supports high-volume document generation and distribution.
- Security: Adheres to Workday's security model and AWS best practices.
- Automatic Updates: Customers receive

new EDM versions automatically across Implementation, Sandbox, and Production environments.

Service Levels and Support

Availability: 99.5% uptime SLA, excluding planned maintenance. Support Hours: 08:00–20:00 GMT, Monday to Friday. Incident Management: Customers log incidents via the Incident Management Portal; Kainos provides triage and resolution based on severity. Disaster Recovery: Recovery Time Objective (RTO) of 12 hours; Recovery Point Objective (RPO) of 24 hours.

Compliance and Security

EDM supports GDPR and other global data protection regulations. Documents are stored within Workday, ensuring compliance with its robust security framework. E-signature workflows comply with eIDAS and ESIGN standards.

Integration Capabilities

E-Signature Providers: DocuSign and Adobe Sign. ATS Integration: Supports integrations with external applicant tracking systems (e.g., SmartRecruiters) for automated document transfer during hiring processes. Metadata Management: EDM provides standard packages for metadata backfill to maintain document categorisation.

Limitations

EDM functionality is subject to Workday and Extend platform constraints. E-signature ceremonies occur outside the Workday UI. Requires active Workday tenants for deployment and operation.

Future Roadmap

Upcoming releases focus on enhanced compliance features for regional regulations, expanded e-signature provider support, deployment automation and improved integration performance. We are also investigating use of AI in multiple areas, such as automated document classification, document validation and search.



Where we are

The Americas

Buenos Aires
Indianapolis
Nova Scotia
Toronto

UK and Ireland

London
Birmingham
Belfast
Derry
Dublin

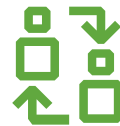
Central Europe

Gdansk
Helsinki
Paris
Wommelgem

What makes us stand out



Our people



True collaboration



Innovation



Digital know-how



Common goals



Trust



Digital Services

We are **engineers**, specialists. We **overcome big challenges** for our clients, through delivery of **intelligent** digital services that use the best in **talent and technology**.



55 million UK citizens

positively impacted by
services we've delivered



**892
customers**



13 locations

And growing



99% of customers

rate our service as good,
great or excellent



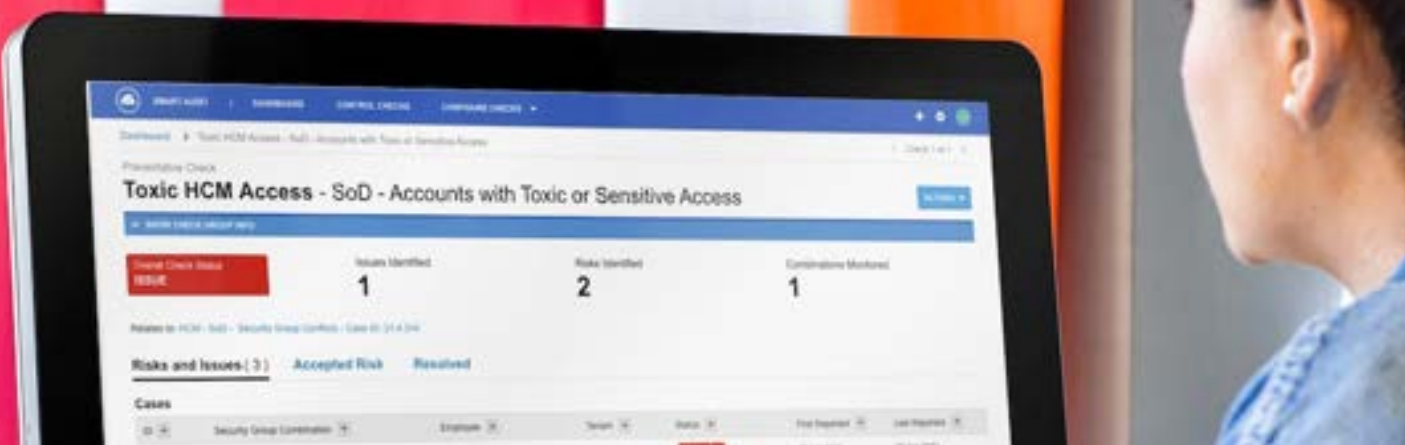
Key partners

Working closely with
Microsoft and AWS to
deliver results



Award-winning

90+ industry awards



Workday

Kainos is a Workday **phase one prime status partner** in all European, North American and Asia Pacific markets. We have worked with many public and private sector customers of various sizes and scale in over **40 countries worldwide**.



Partner Since 2011

We are the only certified Workday Services, Technology and Extend partner globally.



Workday Services

Full range provider from pre-deployment consulting, implementation and support.



650+ Customers

We have deployed to over 650 customers and are a proud Workday customer also, using HCM, Financials, Recruitment, Planning and PSA to run our business.



Workday Public Sector

We have worked with many UK Public Sector customers with their initial deployment, post-deployment support and adoption of new modules.



Kainos Smart

Our product is deployed to 500+ customers globally saving them 1000s of testing hours.



900+ Consultants

Hold over 2,700+ Workday certifications covering all areas of the platform.

65 million

citizens positively impacted
by services **built by Kainos**
for the UK Government



Every driver & every car on the road
Every piece of work to fix roads
Every court case & every prisoner
Every home helped with help-to-buy
Every passport & renewal application
Every COVID test sent out
Every COVID test result
Every user of the NHS App

Every voter registered
Every company opened & closed
Every UK civil servant trained
Every piece of produce grown in the UK
Every thing imported & exported to the EU
Every benefit fraud prevented
Every body's pension details

Our Social Values and commitment to HM Government strategy



Education & Capability Building

We empower people through technical and behavioral learning programs, academies, and outreach projects, fostering skills development and inspiring future technology leaders across communities and organisations.

Social Responsibility

Tackling workforce inequality and ensuring equal access to technical and vocational education, through our Academies, Camps and Earn as you Learn schemes.

Innovation & Future Readiness

Driving continuous improvement through technology

Health, Wellbeing & Accessibility

We support colleagues' physical, emotional, and career wellbeing through initiatives, guidance, and inclusive design, ensuring equal access, experiences, and compliance for all users with diverse needs.

Climate Action & Sustainability

With a comprehensive sustainability strategy underway, we will be a Carbon Net Zero company by 2030.

Equality, Diversity & Inclusion

Maximising service experience for citizens and civil servants by delivering projects with diverse teams, underpinned by our BAME, LGBTQIA+ and female communities.



The Code of Ethics

We are guided by our 6 ethical principles.



Wellbeing

We protect the wellbeing of our staff, customers and communities.



Equality

We improve access and inclusion and minimise bias.



Transparency

Our decisions are traceable and accountable.



Integrity

We hold ourselves and others to ethical standards.



Environment

We act responsibly towards the Earth and its resources.



Initiative

We take initiative to deliver social value and positive impacts.

BCDR and Exit Plan

Business Continuity and Disaster Recovery (BCDR)

A Business Continuity Plan can be provided if required. This shall set out the arrangements to be invoked in the event of an actual or perceived threat to business continuity, to ensure continued operation of the system and continuity of the services provided by Kainos pursuant to the Prime Agreement and shall include: the alternative processes, options and responsibilities that may be adopted in the event of a failure or disruption to the system and/or services provided by Kainos pursuant to the Prime Agreement; and the steps to be taken by Kainos upon resumption of the system and services provided by Kainos pursuant to the Prime Agreement in order to address any prevailing effect of the failure or disruption including a root cause analysis of the failure or disruption.

Exit Plan

An Exit Plan can be provided if required to detail the steps that would be carried out to ensure smooth transition of Kainos services to a new supplier. The steps outlined in the Exit Plan will help mitigate against any disruption to the service during the transition period. It is assumed that any new supplier will themselves have a procedure they wish to follow during the transition period, and as such the steps in this Exit Plan will serve as a checklist for the new supplier to ensure all key areas of the transition have been covered. The Exit Plan will therefore be subject to refinement should it be exercised.

Commercial Statement

Confidentiality and copyright

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Caveats

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All information provided prior to execution of a contract is provided 'as is' and 'subject to contract' without warranty of any kind.

This document does not constitute an offer from Kainos. In the event that the parties elect to work together, they will only be contractually bound to each other upon signature of a contract.

Corporate information

"Kainos" is the trading name of the Kainos group of companies, further information on which can be found here: <https://www.kainos.com/corporate-information/>.

Kainos Software Limited/ Kainos WorkSmart Limited, will be the contracting entity under this tender / for the provision of the service and may be assisted from time to time by other Kainos group companies.

Freedom of information

Kainos considers that the following information provided in this document is exempt from disclosure under the Freedom of Information Act 2000 (FOI):

The CVs of staff qualify under the "Personal Information Exemption (s.40)" of the Freedom of Information Act and are exempt from disclosure under the Data Protection Act 1998. The Period for which this information should be confidential is the lifetime of the Data Subject.

Rate and pricing information is confidential and commercially sensitive and covered by the 'Commercial Interests' exemption (s.43) of the FOI, as the release of this information is likely to prejudice the commercial interests of Kainos and is likely to adversely affect its (and the Customer's) future negotiating position. The period that this information should be confidential for should be 5 years.