

LEGISLATIVE COMPLIANCE POLICY

Policy number	P005	Version	V1
Drafted by	K & L Noble	Committee approved	<<insert date>>
Responsible person	Chairperson	Scheduled review date	2022 AGM

INTRODUCTION

The operations of Clarence Native Bees Inc are subject to a wide range of legal requirements, embodied in legislation, regulations, licenses, codes, guidelines and similar binding instruments. These include (but are not limited to):

- Occupational Health & Safety legislation.
- Anti-discrimination legislation, including that relating to equal opportunity, racial vilification and disability discrimination.
- Taxation legislation.
- Privacy legislation.

PURPOSE

This document sets out Clarence Native Bees Inc's policy for compliance with the law and the governance structures, responsibilities and processes that have been established to give effect to that policy.

POLICY

Clarence Native Bees Inc is committed to the highest standards of integrity, fairness and ethical conduct, including full compliance with all relevant legal requirements, and requires that all its Committee members, officers (including its Chairperson), managers, employees, members, volunteers and contractors acting on its behalf meet those same standards of integrity, fairness and ethical behaviour, including compliance with any legal requirement.

There is no circumstance under which it is acceptable for Clarence Native Bees Inc or any of its employees, members, volunteers or contractors to knowingly and deliberately not comply with the law or to act unethically in the course of performing or advancing Clarence Native Bees Inc's business.

AUTHORISATION

<Signature of Board Secretary>

<Date of approval by the Board>

Clarence Native Bees Inc

Policies can be established or altered only by the Committee.

Procedures may be altered by the Chairperson.

LEGISLATIVE COMPLIANCE PROCEDURES

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RESPONSIBILITIES

1. The Committee will:

- Review and monitor the leadership and commitment given to legislative compliance through active promotion of the organisation's Legislative Compliance Policy.
- Review compliance management objectives and plans for legislative compliance.
- Monitor compliance performance by way of periodic management reports and assurances.

2. The Chairperson will

- Prepare legislative compliance objectives and plans for review and consideration by the committee.
- Monitor performance against legislative compliance objectives and plans, and report to the Committee on progress toward accomplishment of objectives.
- Where appropriate, delegate responsibility for compliance to officers with responsibility for sections.
- Oversee the performance of subordinate officers in these matters, including:
 - conforming to and applying relevant requirements of the Law within the workplace.
 - ensuring that systems and procedures established to make the policy effective are operational.
 - ensuring that staff are trained and have the necessary knowledge and understanding to perform their duties in compliance with the policy and all relevant requirements of the law.
 - ensuring that significant compliance responsibilities and accountabilities are included in position descriptions and performance reviews.
 - reporting and investigating any incident or occurrence thought or known to constitute a breach of any legal requirement.
 - designing and implementing system enhancements to correct weaknesses that could result in a breach of such a requirement.

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- Review and report annually to the Committee on the effectiveness of the management systems established to deliver legislative compliance.
- Analyse material breaches and identified compliance system weaknesses for systematic trends and ensure that any adverse trends are addressed.
- Promote a culture of effective legislative compliance across the organisation.
- Provide formal assurance to the Committee as to the state of compliance of the organisation.

3. All staff, members, volunteers and contractors, at all levels, will

- Ensure that they are aware of any legal requirements that apply to their work activities and that they comply with them.
- Report all incidents of breaches of legal requirements.
- Where appropriate, suggest ways in which practices, systems and procedures could be improved to reduce the likelihood of a breach occurring.

PROCESSES

The Committee will, at least once a year, feature as an agenda item the monitoring of compliance performance.

If deemed necessary, Legislative compliance objectives and plans will be prepared by the Chairperson, approved by the Committee, and held on file.

Delegation by the Chairperson of responsibility for compliance in any area will be accessed by the Committee.

AUTHORISATION

<Signature of CEO>

Chairperson

<Date>

Clarence Native Bees Inc

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