
COMPLIANCE MONITORING AND REPORTING POLICY AND PROCEDURES

Purpose

The purpose of this Compliance Monitoring and Reporting Policy is to establish a structured framework for ensuring that Trendie adheres to all applicable laws, regulations, and internal policies. This policy outlines the processes for monitoring compliance and reporting any breaches, thereby promoting a culture of accountability and integrity within the organisation.

Scope

This policy applies to all employees, contractors, and stakeholders of Trendie. It encompasses all areas of the organisation's operations, including but not limited to financial practices, workplace health and safety, privacy, and data protection, as well as industry-specific regulations. This policy aligns with relevant Australian legislation, including the Corporations Act 2001, the Privacy Act 1988, and the Work Health and Safety Act 2011.

Compliance Principles

- **Legal and Regulatory Compliance:**

Trendie is committed to complying with all applicable Australian laws and regulations. This includes, but is not limited to, adherence to the Corporations Act 2001 for corporate governance, the Privacy Act 1988 for handling personal information, and the Work Health and Safety Act 2011 to ensure a safe working environment.

- **Internal Policy Adherence:**

All employees must adhere to Trendie's internal policies and procedures. This includes compliance with codes of conduct, data protection policies, and any other internal guidelines established to ensure lawful and ethical operations.

- **Risk Management:**

Identifying, assessing, and mitigating compliance risks is a continuous process. Employees and management must actively participate in risk management activities to minimise the likelihood of non-compliance.



- **Continuous Improvement:**

Trendie is committed to the ongoing evaluation and improvement of its compliance programs. Regular reviews will be conducted to identify areas for enhancement and ensure alignment with evolving legal requirements.

Responsibilities

- **Employees:**

All employees are responsible for understanding and complying with relevant legislation, regulations, and company policies. They must report any suspected breaches or areas of non-compliance to their manager or the Compliance Officer immediately.

- **Managers:**

Managers are responsible for ensuring their teams are aware of and understand compliance requirements. They must support their teams in adhering to these requirements and report any non-compliance issues to the Compliance Officer.

- **Compliance Officer:**

The Compliance Officer is responsible for overseeing the compliance monitoring and reporting processes. This includes implementing compliance programs, conducting regular audits, and providing training and guidance to employees and management.

Compliance Monitoring Procedures

- **Regular Audits:**

The Compliance Officer will conduct regular audits of company practices and processes to ensure adherence to relevant laws, regulations, and internal policies. This includes reviewing financial transactions, data handling procedures, and workplace safety practices.

- **Risk Assessments:**

Periodic risk assessments will be conducted to identify potential areas of non-compliance. The Compliance Officer will work with department heads to develop strategies for mitigating identified risks.



- **Internal Reporting:**

Employees are encouraged to report any suspected breaches of compliance or areas of concern through Trendie's internal reporting channels. Reports can be made confidentially and will be taken seriously.

- **External Reporting:**

Where required by law, Trendie will report compliance breaches to the appropriate regulatory authorities. This includes reporting any data breaches under the Notifiable Data Breaches (NDB) scheme as mandated by the Privacy Act 1988.

Compliance Reporting Procedures

- **Incident Reporting:**

Any employee who identifies or suspects a compliance breach must report the incident to their manager or the Compliance Officer immediately. The report should include details of the incident, including dates, times, and any individuals involved.

- **Investigation:**

Upon receiving a report of non-compliance, the Compliance Officer will initiate an investigation. This may involve gathering evidence, interviewing relevant parties, and consulting with legal counsel if necessary. The investigation process will be thorough, impartial, and confidential.

- **Corrective Actions:**

If a compliance breach is confirmed, the Compliance Officer will work with relevant departments to implement corrective actions. This may include revising policies and procedures, conducting additional training, or taking disciplinary action against individuals responsible for the breach.

- **Documentation and Record-Keeping:**

All compliance monitoring activities, reports, and investigations will be documented and securely stored. Records will be maintained in accordance with the Privacy Act 1988 and the Corporations Act 2001, ensuring confidentiality and data protection.



- **Reporting to Management and the Board:**

The Compliance Officer will provide regular reports to senior management and the Board of Directors on compliance activities, including audit findings, incident reports, and corrective actions taken. This ensures transparency and facilitates informed decision-making at the highest levels of the organisation.

Training and Awareness

All employees will receive training on compliance obligations and the procedures for monitoring and reporting compliance. This training will be part of the induction process for new employees and will be refreshed annually to ensure ongoing awareness and understanding.

Review and Continuous Improvement

This Compliance Monitoring and Reporting Policy will be reviewed annually to ensure its effectiveness and alignment with current laws and regulations. Updates to the policy will be communicated to all employees, and ongoing feedback will be sought to identify areas for improvement.

Implementation

The implementation of this policy is the joint responsibility of all employees, managers, and the Compliance Officer. The policy will be made accessible to all staff via the company intranet and included in the employee handbook. Compliance with this policy is mandatory, and any failure to adhere may result in disciplinary action, up to and including termination of employment.

By adhering to this Compliance Monitoring and Reporting Policy, Trendie ensures it operates with integrity, transparency, and accountability, maintaining its commitment to ethical business practices and legal compliance.