
COMPLIANCE AND RECORD KEEPING POLICY AND PROCEDURES

Purpose

The purpose of this Compliance and Record Keeping Policy is to establish the standards and procedures for maintaining compliance with legal, regulatory, and organisational requirements. This policy ensures that all records are created, managed, and retained in a manner that upholds Trendie's integrity and accountability, safeguarding sensitive information and supporting operational efficiency.

Scope

This policy applies to all Trendie employees, including full-time, part-time, temporary, and contract staff. It encompasses all records, whether physical or electronic, created or received in the course of Trendie's business activities. This includes, but is not limited to, financial documents, contracts, employee records, customer information, and communications.

Compliance Principles

- **Legal and Regulatory Adherence:**

Employees must ensure that all actions and record-keeping practices comply with applicable laws, regulations, and industry standards. This includes, but is not limited to, data protection laws, employment regulations, and financial reporting requirements.

- **Australian Privacy Act 1988 (Cth):** Employees must comply with the Australian Privacy Principles (APPs), which set out standards for the collection, use, disclosure, and storage of personal information.
- **Corporations Act 2001 (Cth):** Trendie must maintain accurate financial records for a minimum of 7 years, ensuring they correctly record and explain the company's transactions and financial position.
- **Fair Work Act 2009 (Cth):** Employment records must be kept for a minimum of 7 years, including details of employment terms, pay rates, leave entitlements, and hours worked.



- **Taxation Administration Act 1953 (Cth):** Taxation records, including those related to GST, income tax, and payroll, must be retained for at least 5 years after they are prepared, obtained, or the transactions are completed.
- **Work Health and Safety Act 2011 (Cth):** Records of incidents, risk assessments, and training must be maintained to ensure compliance with work health and safety regulations.

- **Accuracy and Integrity:**

All records must be accurate, complete, and reflective of the transactions or activities they document. Employees are responsible for ensuring that records are not altered, falsified, or misrepresented.

- **Confidentiality and Security:**

Sensitive information must be protected against unauthorised access, disclosure, alteration, or destruction. Employees must adhere to security protocols and handle all records with the utmost confidentiality.

- **Transparency and Accessibility:**

Records should be maintained in a manner that allows for easy retrieval and inspection by authorised personnel. This includes organising records systematically and ensuring they are accessible for audits or legal inquiries.

- **Retention and Disposal:**

Records must be retained for the period required by law, company policy, or business needs. Once the retention period has expired, records should be securely disposed of in accordance with established procedures.

Responsibilities

- **Employees:**

All employees are responsible for understanding and adhering to this policy. They must ensure the accurate and timely creation, maintenance, and filing of records relevant to their roles. Employees are also responsible for reporting any breaches of this policy to their manager or the HR department.



- **Managers:**

Managers are responsible for ensuring that their teams comply with record-keeping and compliance requirements. They must provide guidance and support to staff and ensure that any breaches are promptly reported and addressed.

- **HR Department:**

The HR department is responsible for overseeing the implementation of this policy, including providing training and support to employees. HR is also responsible for conducting regular audits to ensure compliance with record-keeping requirements.

- **Compliance Officer:**

The Compliance Officer is tasked with monitoring and ensuring adherence to all legal and regulatory requirements. They are responsible for advising the company on compliance matters and conducting investigations into any breaches of this policy.

Procedures

- **Record Creation and Management:**

- Employees must ensure that all records are accurate, complete, and created in a timely manner.
- Records should be documented using approved formats and systems.
- Employees should store records in designated locations, either physically or electronically, to facilitate easy retrieval and compliance with retention schedules.

- **Security and Confidentiality:**

- Employees must follow company protocols to protect sensitive information, including the use of passwords, encryption, and secure storage.
- Access to confidential records should be restricted to authorised personnel only.
- Any breaches of confidentiality must be reported immediately to the HR department or the Compliance Officer.



- **Record Retention:**

- Employees must adhere to the company's retention schedule, which outlines the duration for which different types of records must be kept.
- The retention schedule is based on legal requirements, industry standards, and organisational needs.
- Records should not be destroyed or deleted before the retention period has expired unless otherwise directed by the Compliance Officer.

- **Record Disposal:**

- When the retention period has expired, records should be disposed of securely and in accordance with company procedures.
- Physical records should be shredded or incinerated, while electronic records should be permanently deleted using approved software.
- The disposal process must be documented, and the Compliance Officer must approve the destruction of sensitive records.

- **Audits and Reviews:**

- The Compliance Officer, in conjunction with the HR department, will conduct regular audits to ensure adherence to this policy and legal requirements.
- Employees are expected to cooperate fully with audits, providing access to records and information as requested.
- Any discrepancies or non-compliance identified during audits must be addressed promptly, with corrective actions implemented as necessary.

- **Training and Awareness:**

- All employees will receive training on compliance and record-keeping requirements as part of their onboarding process and at regular intervals thereafter.
- The HR department will provide ongoing support and guidance to employees to ensure they understand and comply with this policy.



Compliance and Enforcement

Trendie is committed to maintaining the highest standards of compliance and record-keeping. Any breach of this policy may result in disciplinary action, up to and including termination of employment. Violations may also result in legal consequences for both the employee and the organisation.

Reporting and Investigation of Breaches

- **Reporting**
 - Employees are required to report any known or suspected breaches of this policy to their manager, HR department, or the Compliance Officer. Reports can be made confidentially and without fear of retaliation.
- **Investigation**
 - The Compliance Officer will conduct a thorough investigation into reported breaches, which may include reviewing records, interviewing involved parties, and analysing relevant data.
 - The findings of the investigation will be documented, and appropriate actions will be taken based on the outcome.
- **Disciplinary Action**
 - If a breach is confirmed, appropriate disciplinary action will be taken, ranging from warnings to termination of employment, depending on the severity of the breach.

Review and Updates

This Compliance and Record Keeping Policy will be reviewed annually to ensure its effectiveness and alignment with current legal and regulatory requirements. Updates to the policy will be communicated to all employees, and it is the responsibility of each employee to familiarise themselves with the latest version.

Implementation

This policy will be implemented through training, regular audits, and ongoing support from the HR department and Compliance Officer. All employees are expected to uphold the principles and procedures outlined in this policy to ensure Trendie's compliance with legal, regulatory, and organisational standards.

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