

# Corporate Compliance Audit Report

**Date:** June 10, 2024  
**Prepared for:** ACME Corporation  
**Prepared by:** Audit & Compliance Department

## Section 1. Executive Summary

The corporate compliance audit aimed to evaluate adherence to internal policies and regulatory requirements across key business functions. The review period covers January–May 2024. The audit identified areas of both compliance and non-compliance, with recommendations for improvement.

## Section 2. Observations and Findings

Area	Observation	Finding
Data Privacy	Employee data is stored and processed in accordance with GDPR. Quarterly privacy training was last held in January.	Compliant with GDPR storage, but training frequency below policy requirement (bi-monthly).
Anti-Bribery	Third-party vendor due diligence assessments were completed for new vendors. Documentation is consistent.	No exceptions noted.
Financial Controls	Expense approvals by authorized personnel are recorded. Sample check found 2 of 30 expenses lacking supporting receipts.	Minor non-compliance: Missing receipts for 7% of the sample.
Code of Conduct	Annual acknowledgment forms collected from 98% of staff. Two staff did not submit signed forms by deadline.	Partial compliance. Follow-up actions required.
Training & Awareness	Mandatory e-learning completion rate for new hires: 95%. Tracking system in use.	Compliant; monitoring is effective.

## Section 3. Recommendations

- Increase privacy training to comply with internal bi-monthly requirement.
- Strengthen monitoring of expense submissions and implement checks for missing documentation.
- Follow up with staff who have not acknowledged the Code of Conduct, and consider digital reminders.

## Section 4. Important Notes

- This report is confidential and intended for management review only.
- Findings are based on samples; undetected non-compliance may exist.
- The document should be used to support risk management and policy improvement.
- Regular follow-up on recommendations ensures effective compliance oversight.