Roles and Responsibilities in Compliance Policy

This document outlines the key roles and corresponding responsibilities required to ensure ongoing compliance with organizational policies and applicable regulations.

1. Board of Directors

1. Provide overall governance regarding compliance matters.
2. Approve and periodically review the compliance policy and framework.
3. Monitor the effectiveness of compliance activities on a regular basis.

2. Senior Management

1. Implement strategies and allocate resources to enable compliance across the organization.
2. Promote a culture of compliance and ethical behavior.
3. Ensure all staff are informed and trained on compliance obligations.

3. Compliance Officer/Team

1. Develop, update, and oversee the implementation of compliance policies and procedures.
2. Monitor compliance with laws, regulations, and internal policies.
3. Provide guidance and training to employees regarding compliance matters.
4. Investigate and report on compliance breaches or incidents.

4. Department Heads / Managers

1. Ensure departmental activities and processes comply with all relevant policies and regulations.
2. Report suspected or actual non-compliance to the Compliance Officer.
3. Facilitate compliance training and support within their teams.

5. All Employees

1. Read, understand, and adhere to the compliance policy and procedures.
2. Participate in training as required.
3. Promptly report any known or suspected compliance breaches.

Important Notes

- This document should be reviewed and updated regularly to reflect changes in laws and organizational structure.
- Clearly defined roles help ensure accountability and effectiveness in compliance management.
- Awareness and training for all staff are essential to maintaining compliance.
- Roles and responsibilities should be tailored to the specific size and nature of the organization.