

Annual Compliance Training Attendance Summary

1. Document Details

Company Name	ABC Corporation Ltd.
Department	Human Resources
Reporting Period	January 1, 2024 – December 31, 2024
Prepared By	Jane Doe, Compliance Officer
Date Prepared	January 5, 2025

2. Training Sessions Summary

Session Title	Date	Trainer	Number of Participants
Code of Conduct & Ethics	March 15, 2024	Emily Smith	50
Workplace Harassment Prevention	June 7, 2024	Robert Chen	47
Data Privacy Awareness	September 22, 2024	Lisa Wong	52
Anti-Bribery & Corruption	November 14, 2024	Michael Brown	48

3. Attendance Summary

Employee Name	Employee ID	Code of Conduct	Harassment Prevention	Data Privacy	Anti-Bribery
John Matthews	EMP001	âœ”	âœ”	âœ”	âœ”
Lisa Turner	EMP002	âœ”	âœ”	âœ”	-
Kevin Jordan	EMP003	âœ”	âœ”	-	âœ”
Alyssa Patel	EMP004	âœ”	-	âœ”	âœ”

Prepared By _____

Authorized Signatory _____

Important Notes:

- This document serves as official record of employees' attendance in annual compliance training sessions.
- Attendance must be accurately maintained and retained for regulatory and audit purposes.
- Any discrepancies or absences must be reported to the Compliance Department.
- This summary should be reviewed and updated annually or as required by policy.
- Personal information within this document must be handled confidentially and in accordance with data protection guidelines.