

Compliance Training and Awareness Schedule

Year: 2024

Training Module	Target Audience	Frequency	Scheduled Date	Responsible Department
Code of Conduct	All Employees	Annual	March 15, 2024	HR & Compliance
Data Privacy & Protection (GDPR)	All Staff	Annual	April 2, 2024	Information Security
Anti-Bribery & Corruption	Finance, Sales, Procurement	Annual	May 10, 2024	Compliance
IT Security Awareness	All Employees	Bi-Annual	June 20, 2024 & November 5, 2024	IT Security
Workplace Harassment Prevention	All Employees	Annual	July 18, 2024	HR
Health, Safety & Environment (HSE)	Operations and Field Staff	Semi-Annual	February 12, 2024 & August 14, 2024	Health & Safety
Insider Trading	Management & Key Personnel	Annual	September 12, 2024	Legal & Compliance

Important Notes

- Training records must be documented and retained for audit purposes.
- Attendance and completion are mandatory for all relevant staff.
- The schedule should be reviewed and updated at least annually or in response to regulatory changes.
- Additional ad-hoc training may be conducted as required.
- Non-compliance may result in disciplinary measures as per company policy.