

# Compliance Monitoring and Reporting Schedule

## Document Overview

This document outlines the schedule for monitoring compliance with regulatory requirements and reporting associated findings for the fiscal year. The purpose is to ensure timely identification, assessment, and communication of compliance issues.

## Monitoring and Reporting Schedule

| Compliance Area             | Frequency    | Responsible Person/Team  | Reporting Method   | Reporting Deadline        |
|-----------------------------|--------------|--------------------------|--------------------|---------------------------|
| Data Privacy (GDPR)         | Quarterly    | Compliance Officer       | Quarterly Report   | 15th of following quarter |
| Financial Reporting         | Monthly      | Finance Team             | Internal Dashboard | 5th of every month        |
| Health & Safety             | Semi-Annual  | HSSE Manager             | Summary Report     | 30th June / 31st December |
| Anti-Money Laundering (AML) | Annually     | Risk and Compliance Team | Board Submission   | 15th January              |
| Environmental Controls      | Annual Audit | Environmental Lead       | Audit Report       | 31st March                |

## Important Notes

- This schedule should be regularly reviewed and updated in line with regulatory changes.
- All findings, including non-compliance, must be documented and escalated as per internal procedures.
- Supporting evidence for reports should be retained securely for audit purposes.
- Training of responsible individuals is essential to ensure effective monitoring and reporting.