

Training and Awareness Plan: Compliance Requirements

1. Purpose

The purpose of this Training and Awareness Plan is to ensure that all employees, contractors, and relevant stakeholders are aware of and understand their responsibilities for compliance with applicable laws, regulations, standards, and company policies.

2. Scope

This plan applies to all personnel who have access to organizational information systems, data, or facilities, regardless of employment status or role.

3. Objectives

- Promote a culture of compliance and accountability.
- Communicate roles and responsibilities regarding compliance requirements.
- Ensure ongoing awareness of changes in relevant laws, regulations, and policies.
- Provide regular training to address knowledge gaps and reinforce requirements.

4. Training Program

1. **Initial Onboarding:** All new personnel receive mandatory compliance training during onboarding.
2. **Annual Refresher:** All personnel must complete annual refresher training sessions covering compliance topics such as data protection, privacy, anti-bribery, and information security.
3. **Role-Specific Training:** Departments or roles with additional requirements (e.g., finance, HR, IT) receive specialized training relevant to their responsibilities.

5. Awareness Activities

- Email newsletters with compliance updates and reminders.
- Posters and digital signage in office locations.
- Regular team briefings or toolbox talks on recent compliance topics.
- Access to relevant policies and procedures via the intranet or shared platforms.

6. Roles and Responsibilities

- **Compliance Officer:** Oversees plan development, implementation, and effectiveness.
- **Managers:** Ensure their teams complete required training and adhere to compliance initiatives.
- **All Employees:** Participate in training and report compliance concerns.

7. Monitoring and Review

Training activities are recorded and tracked. The plan is reviewed annually to ensure continued effectiveness and alignment with legal, regulatory, and business changes.

Important Notes:

- This document should be reviewed and updated regularly to reflect evolving regulatory and business needs.
- Retention of training records is essential for audit purposes.
- Participation in training is mandatory; non-compliance may lead to disciplinary action.
- This plan should be accessible to all personnel at any time.

