

Policy: Other Policy

Title	Legislative Compliance policy	Number: v1.19032010
Approved by	GORRC Executive Committee	Issue Date: 11/3/2010
Status	Operational	Next Review Date: 11/3/2012
Classification	Public	Last amended date:
Associated GORRC policies	<ul style="list-style-type: none"> • Discrimination & Harassment Policy • Equal Employment Opportunity Policy • Sexual Harassment Policy • Occupational Health & Safety Policy • Code of Ethics • Privacy Policy 	

Introduction

The operations of GORRC Inc are subject to a wide range of legal requirements, embodied in legislation, regulations, licences, codes, guidelines and similar binding instruments. These include

- Occupational Health & Safety legislation
- Anti-discrimination legislation, including equal opportunity, racial vilification or disability discrimination
- Taxation legislation
- Privacy legislation

Some of these legal requirements apply to organisations generally in Australia. Others are specific to the sector in which GORRC Inc operates. GORRC Inc is committed to complying with all applicable laws.

Purpose

This document sets out

- GORRC Inc's policy for compliance with the law
- the governance structures, responsibilities and processes that have been established to give effect to that policy.

Policy

GORRC Inc is committed to the highest standards of integrity, fairness and ethical conduct, including full compliance with all relevant legal requirements, and in turn requires that all its Board members, officers (including its Chief Executive Officer), managers, employees, and

contractors acting on its behalf meet those same standards of integrity, fairness and ethical behaviour, including compliance with the requirements of any legal requirement.

There is no circumstance under which it is acceptable for GORRC Inc or any of its employees or contractors to knowingly and deliberately not comply with the law or to act unethically in the course of performing or advancing GORRC Inc's business.

Procedures

1. The Board will:

- Review and monitor the leadership and commitment given to legislative compliance through active promotion of the organisation's Legislative Compliance Policy.
- Review compliance management objectives and plans for legislative compliance.
- Monitor compliance performance by way of periodic management reports and assurances.

2. The EXECUTIVE OFFICER will

- Prepare legislative compliance objectives and plans for review and consideration by the Board
- Monitor performance against legislative compliance objectives and plans and report to the Board on progress toward accomplishment of objectives
- Where appropriate, delegate responsibility for compliance to officers with responsibility for particular sections
- Oversee the performance of subordinate officers in these matters, including
 - conforming to and applying relevant requirements of the Law within the workplace
 - Ensuring that systems and procedures established to make the policy effective are operational
 - Ensuring that staff are trained in the necessary knowledge and understanding to perform their duties in compliance with the policy and all relevant requirements of the law
 - Ensuring that significant compliance responsibilities and accountabilities are included in position descriptions and performance reviews.
 - Reporting and investigating any incident or occurrence thought or known to constitute a breach of any legal requirement.
 - Designing and implementing system enhancements to correct weaknesses that could result in a breach of such a requirement

- Review and report annually to the Board on the effectiveness of the management systems established to deliver legislative compliance
 - Analyse material breaches and identified compliance system weaknesses for systematic trends and ensure that any adverse trends are addressed
 - Promote a culture of effective legislative compliance across the organisation
 - Provide a formal assurance to the Board as to the state of compliance of the organisation
3. All staff at all levels will
- Ensure that they are aware of any legal requirements that apply to their work activities and that they comply with them
 - Report all incidents of breaches of legal requirements
 - Where appropriate, suggest ways in which practices, systems and procedures could be improved so as to reduce the likelihood of a breach occurring.