



Regulatory Compliance Policy

Purpose and Scope

As a funded service and employer, Burdekin Productivity Services Ltd has a range of legislative, regulatory and contractual requirements with which it must comply. The purpose of this policy is to ensure that the business of BPS is conducted according to company rules and remains compliant with national and state legislation that is contained in the following acts and other acts of law:

1. Fair Work Act
2. Income Tax Assessment Act
3. Privacy Act
4. Superannuation Guarantee Act
5. Work Health and Safety Act
6. Criminal Code Act

This policy applies to all Directors, Management and staff of Burdekin Productivity Services Ltd.

Responsibilities

The Manager and Company Secretary shall be responsible for ensuring that these laws are complied with during the normal operation of the business.

Policy Details

Understanding & Monitoring

Management shall ensure that they have a general understanding of the contents of the abovementioned acts of law and keep themselves informed of changes in legislation. This shall be achieved by subscribing to an established employee organisation such as CCIQ, who communicate with and explain legislative change to their members as an ongoing service. The cost of such subscription shall be paid by the company. The board of directors shall be informed of significant changes to legislation as part of the board reporting process.

Accountability

Complete and accurate records shall be kept for all aspects of the business and in accordance with the requirements of legislation. Such records shall be available for inspection by Management, Directors or Auditors at all times.

Report of breach

Employees of BPS have an obligation to report any instance of breach of company rules or legislation to an appropriate higher authority, whether that be management, company director or the Board of directors. Such reports shall be investigated in a professional and honest manner, then dealt with in accordance with company rules or the law. Claims of criminal activity shall be escalated to the relevant authority.

Review

The Board of Directors shall be responsible to review the contents of this policy at least once a year or more regularly if deemed necessary.

Approved by the board of Burdekin Productivity Services Ltd. on 9th February, 2016.

Signed: CJ Hesp (Board Chairman)

Authorised: BOD © Burdekin Productivity Services	Document Number	Issue: 1	Rev: 2	Date issued: Feb 2016 Review Date: Feb 2017
		Page 1 of 1		