CONTROLLERS Aps

Self assessment and evaluation tool to implement Compliance activities in your company

Relate each question to the Company's operational or financial procedures, relevant EU directive, Company Practice, Decision taken and Actions required

Why *compliance*

- ❏ *Compliance* – added value in a corporation
- ❏ *Compliance* builds the company's brand, competition and reputation
- ❏ Accuracy and integrity of books, registers and calculations
- ❏ Advantages of *compliance*: risk assessment, improvement of internal controls and reporting standards and mechanisms, ensuring security of IT information
- ❏ Evaluate efficiency of ethics and *compliance* projects

Common-law standards, norms and regulations

- ❏ Code of ethics, frameworks and rules of conducting business
- ❏ Rules of fair play, competition and business and corporate social responsibilities
- ❏ Company's policies and procedures
- ❏ Relations with stakeholders and outside entities
- ❏ Increasing corporate governance standards within a company
- ❏ Information and communication
- ❏ Conflict of interests
- ❏ Corporate responsibilities, management and *compliance*
- ❏ Compliance and ethics management in a global enterprise: practical tips as how to improve already created *compliance* projects
- ❏ The latest achievements in corporate governance and their influence on *compliance* functions

Legal regulations

- ❏ Anticorruption laws
- ❏ Company confidential data protection, intellectual property, clients data protection
- ❏ EU 4th, 7th and 8th directives
- ❏ Employer's property and assets
- ❏ Illegal and wrong payments
- ❏ Money laundering and financial offences
- ❏ Regulations relating to securities, insider trading, use of confidential information

Compliance profile

- ❏ Development of compliance professional position(s)
- ❏ Operational legal protection
- ❏ Role of compliance and ethics management
- ❏ Supervision, training and managements role
- ❏ Structure of the compliance office(r)

Compliance in practice

- Compliance risk management
- Compliance project management
- Compliance cost reduction
- Compliance and ethics management
- Creation of effective compliance culture
- Communication and information
- Designing solutions to risk and governance problems
- Detecting and counteracting corporate fraud
- Evaluate compliance risk - standards, methodology, threats, good practices

- Evaluation and business risk management
- Honesty and sincerity
- Implementation of regulation changes
- Penalties for violation of procedures and rules
- Reporting violation of rules (whistleblowing)
- Responsibility relating to observance of the code
- Standardisation of a compliance project
- Supervision of compliance codes
- When in doubt, who to contact

Ethics in practice

- Creation of ethics culture
- Ethics board
- Collaboration with compliance department
- When is an action is unethical?

Tools supporting the work of *compliance* departments

- Electronic mail and the use of the Internet
- Global ethics and *compliance* projects
- Harmony with constantly changing international market
- Monitoring money laundering activities – and tracing global transactions
- Software for monitoring and auditing internal hazard
- Supervision of employees' activities –
- Technology as a tool for monitoring and reporting
- Technological solutions that can prevent fraud

Case studies

- Creating of *compliance* department in a company
- Structure and activity of *compliance* and ethics department in a large international corporation
- *Compliance* and ethics officer in a small/medium company
- How to create effective procedures