

GRC

TOOLKIT

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

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

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

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 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