

E. Compliance Policy

1. Purpose

The purpose of this Compliance Policy is to ensure that ProPartners adheres to all applicable laws, regulations, and industry standards while providing our project management training, consulting, and outsourcing services. This policy outlines our commitment to ethical business practices and establishes a framework for compliance with relevant legal and ethical standards.

2. Scope

This policy applies to all employees, contractors, and consultants working with or on behalf of ProPartners. It covers all aspects of company operations, including project management, consulting services, training programs, and outsourcing provision.

3. Compliance with Laws and Regulations

ProPartners is committed to compliance with all applicable local, state, national, and international laws and regulations, including but not limited to:

Labor and Employment Laws: Compliance with all employment standards, wage laws, and workplace safety regulations.

Data Protection Laws: Adherence to data privacy laws such as the General Data Protection Regulation (GDPR) and local privacy regulations.

Anti-Corruption Laws: Compliance with anti-bribery and anti-corruption laws to prevent unethical practices.

Health and Safety Regulations: Commitment to maintaining a safe workplace in line with occupational health and safety laws.

4. Ethical Conduct

All employees of ProPartners must adhere to high standards of ethical conduct. This includes:

Integrity: Acting honestly and with integrity in all dealings.

Transparency: Maintaining open communication and being accountable for actions.

Confidentiality: Protecting the confidentiality of client and company information.

5. Compliance Management Structure

Compliance Officer: ProPartners will designate a Compliance Officer responsible for overseeing compliance efforts and ensuring adherence to this policy.

Compliance Committee: The Compliance Officer will work with a Compliance Committee, which will include representatives from various departments to review compliance matters and recommend steps for improvement.

6. Risk Assessment and Management

ProPartners will conduct regular risk assessments to identify compliance risks related to its operations. The company will develop and implement strategies to mitigate these risks, which may include:

Training employees on compliance-related topics.

Establishing internal controls and protocols.

Conducting regular audits and compliance checks.

7. Training and Awareness

All employees are required to participate in compliance training programs designed to promote understanding of this policy and related regulations. Training will cover:

Understanding compliance risks relevant to their roles.

Reporting mechanisms for breaches of this policy or related laws.

Best practices for ethical decision-making.

8. Reporting Violations

Employees are encouraged to report any suspected violations of this policy or applicable laws. Reporting mechanisms may include:

Anonymous reporting hotline.

Direct reporting to the Compliance Officer.

Email reporting system.

Protection from Retaliation: ProPartners prohibits retaliation against anyone who reports violations in good faith or participates in investigations.

9. Enforcement and Disciplinary Measures

Violations of this compliance policy may result in disciplinary action, up to and including termination of employment. The Compliance Officer will investigate reported violations and recommend appropriate actions to ensure compliance with this policy.

10. Policy Review and Updates

This compliance policy will be reviewed and updated at least annually to ensure its effectiveness and relevance. Updates will be communicated to all employees and relevant stakeholders.

11. Acknowledgment

All employees will sign an acknowledgment form confirming that they have read, understood, and agree to comply with this policy.

12. Conclusion

ProPartners is committed to fostering a culture of compliance and integrity throughout its operations. This policy serves as a guide to ensure ethical conduct and adherence to legal obligations. For any questions regarding this compliance policy, please contact the Compliance Officer at legal.contracts@propartnerssa.com.