

Access Group Solutions ("AGS") is committed to conducting its business and activities lawfully and in a manner that will enhance our valued qualities integrity, fairness and excellence in facilities management. All employees and contractors are expected to adhere to high ethical standards when acting on behalf of Access Group Solutions and to strictly comply with all relevant laws and regulations.

Access Group Solutions recognises that it will achieve its goals and objectives more efficiently through the implementation of a legal compliance framework to better manage its legal compliance risks.

Access Group Solutions will exercise good governance and encourage proactive, accountable management by maintaining and continuously improving its legal compliance framework and processes.

An essential element of this framework is the shared responsibility of designated administrative officers for the identification and management of legal compliance risks.

Responsibilities

Management Representatives

- Promoting a positive ethical and compliance culture within their work environments;
- Ensuring that staff are aware of laws and related AGS policies that impact on their daily activities;
- Monitoring compliance with agreed risk management controls and strategies and reporting breaches and incidents to administrative staff and managers.

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Administrative Personnel

- Identifying organisation-wide legal compliance risks and facilitating the identification, assessment and management of those risks;
- Developing and providing generic policies, procedures, education and training to guide the behaviour of staff;
- Maintain details of all Commonwealth, State and Territory Government legislation that impact Access Group Solutions operations;
- Utilise AS3806 as a benchmark for developing compliance programs.

This policy will be reviewed regularly and when there is a significant change in legislation or organisational structure.

Fred Khoury



Managing Director

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