

Compliance Documentation

All your compliance documentation needed for an effective compliance management system

Contact:

The Performance Management Company Pty Ltd

Telephone: +61 (2) 8313 7123

Email: info@tpmcompany.com.au

Program Features

- Comprehensive compliance programs
- Practical and cost-effective
- Designed for you and your clients

Features

- Compliance policies, manuals, tools & resources
- Compliance risk assessment
- Compliance framework & schedule
- Compliance & risk management training
- Contract & sales management training
- Industry-specific compliance consulting
- Compliance management consulting
- Contract management consulting
- Regulatory update service
- Commercial, legal & business templates
- Compliance audit reports
- Industry and competitor benchmarking
- Enterprise-grade secure online portal
- Version control & document approval workflow
- Tasks, activities & message tracking
- Compliance support service
- and more...

“We help you run a legally compliant and high-performing business in order to achieve **maximum revenue and customer satisfaction**”

Our Advantage

- **Integrated program** – the only integrated compliance documentation, training, management and reporting program provider in market
- **Cloud-based service** – access your documents anytime, anywhere
- **Quality content** – written by our expert compliance consultants
- **Comprehensive training** – compliance, risk management, contract and sales performance training modules for upskilling your team
- **High performing business** – we focus on maximising our clients' revenue potential
- **Cost-effective** – most cost-effective program in market

“We know it takes more than just software or content or processes to make a compliant, high performing business – it needs an **integrated approach**”

Compliance Documentation Modules

- **Compliance guides and manuals**
- **Compliance framework and schedules** including pre-filled compliance schedules which can be imported directly into your calendar
- **General compliance templates** including policies, procedures, registers and reports required at an organisational level covering areas such as:
 - Anti-bribery and corruption
 - Competition and consumer protection
 - Contract management
 - Employment relations
 - Privacy and data protection
 - Sales and marketing
 - Workplace conduct
 - Workplace health and safety
- **Management compliance templates** including policies, procedures, registers and reports for directors, officers and managers covering areas such as:
 - Business continuity
 - Corporate governance
 - Directors and officers
 - Environment
 - Facilities management
 - Finance and taxation
 - Risk management and compliance

General Compliance

Employment relations
 Employment relations
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Privacy and Data Protection

Privacy and data protection
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Sales and Marketing

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Workplace Conduct

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Workplace Health and Safety

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Performance Management Policy
 Performance Management Procedures
 Personal Leave Policy
 Professional Development Program Policy
 Recruitment and Promotion Policy
 Redundancy Policy
 Salary Packaging Policy
 Staff Recognition and Reward Guidelines
 Termination of Employment Policy
 Travel and Expense Policy

Acceptable Use of ICT Resources Policy
 Data Management Policy
 Data Management Procedures
 Electronic Mail Policy
 ICT Management Framework Policy
 ICT Security Policy
 Intellectual Property Policy
 Privacy Policy

Marketing and External Engagement Policy
 Pricing Policy
 Sales Conduct Policy

Anti-Bullying and Harassment Policy
 Anti-Discrimination Policy
 Catering Policy
 Equity, Diversity and Inclusion Policy
 No Smoking Policy
 Social Media Policy
 Staff Standard of Conduct Policy
 Workplace Dress Code Policy
 Workplace Surveillance Policy

Incident Investigation Procedures
 Near-Miss and Incident Reporting Policy
 Working from Home Health and Safety Policy
 Workplace Health and Safety Policy
 Workplace Rehabilitation Policy
 Workplace Rehabilitation Procedures

Management Compliance

Examples of compliance policies, procedures, registers, reports and other resources in our Management Compliance modules

Below is an indication of the content which we have available. Content is continuously being updated and there may be additions or deletions of content, as required.

We are able to customise content for clients on our Business and Enterprise Compliance Programs.

Business Continuity

Business continuity
Business continuity
Business continuity

Business Continuity Governing Procedures
Business Continuity Management Policy
Critical Incident Management Policy

Corporate Governance

Corporate governance
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Board Dispute Resolution Policy
Board Calendar
Board Charter
Board Meeting Agenda with In Camera Session
Board Meeting Agenda
Code of Conduct
Committee Meeting Agenda
Conflicts of Interest Policy
Constitution
Corporate Governance Statement
Minutes of Meetings
Policy and Procedure Framework Guidelines
Resolution of Directors
Strategic Decision-Making Checklist
Strategic Executive Report

Directors and Officers

Directors and officers
Directors and officers

Director and Officers Manual
Directors' Duties Checklist

Environment

Environment
Environment
Environment

Environment Policy
Ethical Sourcing Policy
Sustainability Policy

Facilities Management

Facilities management
Facilities management

Cleaning Standards and Specifications Policy
Contractor Safety Management Procedure

Management Compliance

Facilities management
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 Facilities management

Emergency Management Policy
 Emergency Procedures Manual
 Fire Evacuation Management Policy
 Keys and Access Control Policy
 Management of Damage or Loss of Property Procedure
 Space Management Policy

Finance and Taxation

Finance and taxation
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Capital Allowances Guide
 Entities – Reports and Returns Guide
 Fringe Benefits Tax (FBT) Guide
 Goods and Services Tax (GST) Guide
 Income Tax Guide
 International Tax Guide
 Luxury Car Tax Guide
 Payroll Tax Guide
 Superannuation Guarantee Guide

Risk Management and Compliance

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Breach Reporting Policy
 Breach Reporting Procedures
 Compliance Organisational Structure
 Compliance Management Framework
 Compliance Management Policy
 Compliance Management Procedures
 Compliance Registers (various)
 Guide to Compliance Management Systems
 Risk Management Framework
 Risk Register
 Risk Management Policy
 Risk Management Procedures
 Risk Matrix Table
 Whistleblower Protection Policy
 Whistleblower Protection Procedures

Other Brochures

- Compliance Programs Brochure
- Compliance Training Brochure
- Contract and Sales Management Training Brochure

Visit our website for more information
www.tpmcompany.com.au/demo/#howitworks

Disclaimers

Compliance Programs

All document and training content and updates (collectively, 'content') supplied by The Performance Management Company Pty Ltd (TPM) are supplied on an "as-is" basis. Update schedules vary depending on legislative and policy changes.

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Except for written recommendations and advice provided under the Enterprise Compliance Program, no advice, legal or otherwise, is provided by TPM and you are strongly advised to consult a compliance expert for the application and implementation of any compliance obligations or any legislation, rules or regulations to you, your business or your organisation respectively.

TPM takes no responsibility for formatting or other errors resulting from software errors, defects, incompatibility or viruses, or for any failure on your part to create any backup copies of your files including any content customised for

The supply of all content, modules and programs by TPM is subject to our [Terms or Service](#).

Compliance Consulting Services

All compliance consulting services supplied to you, including those supplied through our Enterprise Compliance Program, are covered by professional indemnity insurance.

Take Action

Get one step closer to building that high performing team you've always wanted

Our **all-inclusive compliance management programs** are not available anywhere else in Australia and are the most **cost-effective** in the market.

Equipped with a **dedicated compliance support service**, it's a hassle-free solution perfect for SMEs and their clients.

[Get Pricing](#)

[View Demo](#)

Or contact us now for more information

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