**Legal and Regulatory Compliance Procedure**

**Purpose**

The purpose of this Legal and Regulatory Compliance Procedure is to ensure that NFW Facilities Ltd operates in full compliance with all applicable laws, regulations, and industry standards. This procedure outlines the processes for identifying, implementing, monitoring, and maintaining compliance.

**Scope**

This procedure applies to all employees, contractors, and stakeholders of NFW Facilities Ltd. It covers all legal and regulatory requirements relevant to the company’s operations.

**Objectives**

* Ensure adherence to all applicable laws and regulations.
* Mitigate risks associated with non-compliance.
* Promote a culture of compliance and ethical conduct.
* Continuously monitor and update compliance practices.
* Provide training and resources to employees on compliance requirements.

**Compliance Management Process**

**1. Identification of Legal and Regulatory Requirements:**

**1.1 Legal Register:**

* Maintain a comprehensive legal register that lists all applicable laws, regulations, and standards relevant to NFW Facilities Ltd operations.
* Regularly update the legal register to reflect any changes in legislation or regulatory requirements.

**1.2 Risk Assessment:**

* Conduct regular risk assessments to identify potential compliance risks.
* Prioritize risks based on their potential impact and likelihood.

**2. Implementation of Compliance Measures:**

**2.1 Policy Development:**

* Develop and implement policies and procedures that ensure compliance with identified legal and regulatory requirements.
* Ensure policies are communicated to all relevant employees and stakeholders.

**2.2 Roles and Responsibilities:**

* Clearly define roles and responsibilities for compliance management.
* Assign a Compliance Officer to oversee and coordinate compliance activities.

**2.3 Training and Awareness:**

* Provide regular training to employees on legal and regulatory requirements.
* Ensure that all employees understand their roles in maintaining compliance.

**3. Monitoring and Auditing:**

**3.1 Internal Audits:**

* Conduct regular internal audits to assess compliance with laws, regulations, and internal policies.
* Document audit findings and implement corrective actions as necessary.

**3.2 External Audits:**

* Engage external auditors to perform independent compliance audits.
* Address any issues identified by external audits promptly.

**3.3 Continuous Monitoring:**

* Use monitoring tools and systems to continuously track compliance with critical regulations.
* Implement real-time alerts for any potential non-compliance issues.

**4. Reporting and Documentation:**

**4.1 Compliance Reports:**

* Prepare regular compliance reports for top management and the Board of Directors.
* Include information on compliance status, audit findings, and corrective actions.

**4.2 Record Keeping:**

* Maintain accurate and up-to-date records of all compliance-related activities.
* Ensure records are securely stored and easily accessible for audit and review purposes.

**5. Corrective and Preventive Actions:**

**5.1 Non-Compliance Management:**

* Develop procedures for identifying, reporting, and addressing instances of non-compliance.
* Implement corrective actions to resolve non-compliance issues promptly.

**5.2 Preventive Measures:**

* Identify root causes of non-compliance and implement preventive measures to avoid recurrence.
* Regularly review and update preventive measures based on audit findings and feedback.

**6. Communication and Review:**

**6.1 Communication:**

* Communicate compliance requirements and updates to all employees and relevant stakeholders.
* Use various communication channels such as emails, meetings, and internal newsletters.

**6.2 Annual Review:**

* Conduct an annual review of the compliance management process.
* Update policies, procedures, and the legal register based on the review findings.

**Key Responsibilities**

**Top Management:**

* Ensure the integration of compliance management into strategic planning.
* Allocate resources for effective compliance management.
* Review compliance reports and address significant compliance issues.

**Compliance Officer:**

* Oversee and coordinate compliance activities.
* Maintain the legal register and update it regularly.
* Conduct internal audits and manage external audit processes.

**Department Managers:**

* Ensure their departments comply with relevant laws and regulations.
* Provide support and resources for compliance training and awareness.

**Employees:**

* Comply with all relevant legal and regulatory requirements.
* Report any potential non-compliance issues to the Compliance Officer.

**Conclusion**

This Legal and Regulatory Compliance Procedure ensures that NFW Facilities Ltd operates within the bounds of the law and industry standards. By adhering to this procedure, we aim to maintain high standards of compliance, mitigate risks, and promote a culture of ethical conduct and accountability.