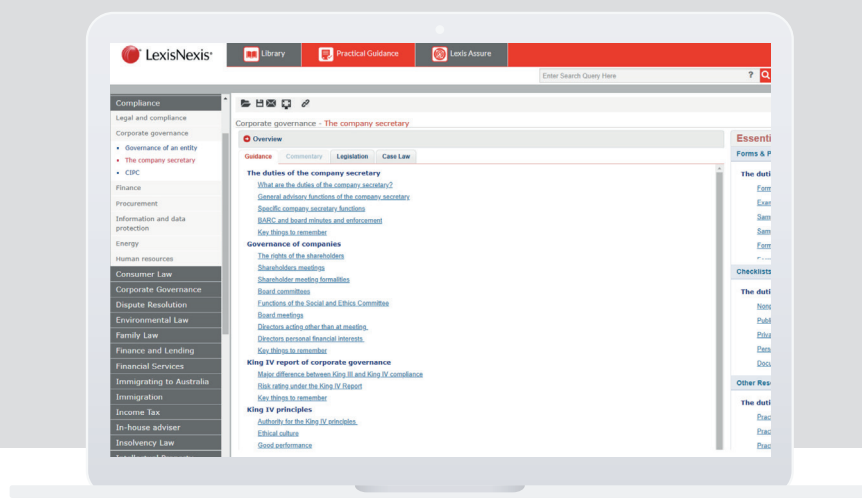


# Compliance



## A practical legal 'how to' guide

Tasked with ensuring legal compliance within your organisation? Looking for current and practical assistance in drafting core policy and procedure? *Practical Guidance Compliance* is a web-based reference solution that offers the latest updates, comprehensive interpretations and detailed guidance on legal compliance in a South African context. It has been designed to help compliance officers create innovative processes that will establish and maintain a requisite culture of compliance through the identification and mitigation of risks that an organisation will face, whilst aiming to achieve a corporate objective.

## Offering an agile approach to compliance

Creating a culture of compliance within an organisation is necessary to ensure that the organisation runs smoothly. *Practical Guidance Compliance* not only assists with creating a compliance culture but also equips legal departments with appropriate processes to ensure legislative compliance including setting up an internal compliance function, CIPC requirements, governance and aspects relating to the protection of data and confidentiality. The content is prepared and regularly updated by a select group of practicing specialists, ensuring users always have direct access

to current legislation, relevant information and the latest resources. All sources of compliance are covered, including the Companies Act, the Promotion of Access to Information Act, the Promotion of Administrative Justice Act 2 of 2000 and the Preferential Procurement Policy Framework Act.

## Stay compliant

*Practical Guidance Compliance* is a comprehensive online toolkit designed to assist compliance officers within an organisation. It serves as a quick reference guide, a precedent bank and a trusted resource tool. This easy-to-navigate online resource gives you detailed, up-to-date information across various Compliance related topics and offers a number of precedents, forms, checklists and other resources to ensure practical, legal implementation and enforcement. Practical Guidance offers speedy access to accurate and relevant information, expert opinion, and practical resources in a user-friendly format on a single platform.

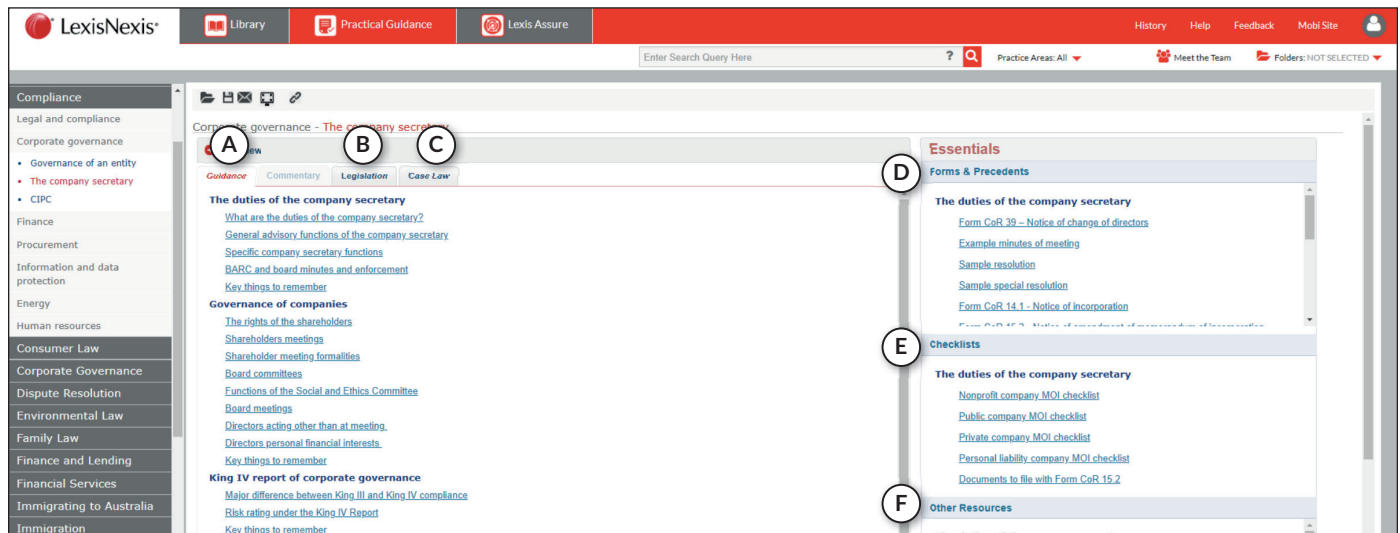
## Who should use this guide?

- Compliance officers and consultants
- Attorneys and legal advisors
- Managers, HR personnel and company secretaries

For the latest practical legal guidance, visit our website for a free demo or more information.  
[lexisnexis.co.za/pg/compliance](https://lexisnexis.co.za/pg/compliance)

## Resources include:

- 16 topic overviews
- Over 50 guidance notes, including practical process aids
- Up-to-date judgments for reference
- Over 100 customisable forms, precedents, checklists and other resources to ensure that all steps and procedures in complying with the legislative requirements are not missed, including:
  - Compliance policies, procedures, function structures and charters
  - Risk management methodology clauses and format
  - Code of Conduct for Legal Practitioners
  - Legal department training strategy documents
  - Code of Ethics policy and procedure
  - Requesting access to information from a public body
  - Requesting access to information from a private body
  - Procurement monitoring plan, policy and procedure
  - BBBEE Codes of Good Practice and compliance report



## A Guidance Notes

Over 16 topic overviews and over 50 guidance notes. The topic overviews group content and information together according to relevant legislative requirements. Each guidance note provides step-by-step guidance on all necessary legislative requirements, processes and procedure to ensure legal compliance within an organisation.

## B Legislation

Compliance provides access to the most relevant and up-to-date legislation, including:

- Companies Act 71 of 2008
- Promotion of Access to Information Act 2 of 2000
- Promotion of Administrative Justice Act 3 of 2000

## C Case Law

The Case Law tab provides access to precedent setting and up-to-date judgments. This case law is also discussed and unpacked within the relevant guidance note.

## D Forms and Precedents

Over 100 forms and precedents. Provides access to customisable precedents across all topics including a compliance charter, policies, procedures and sample clauses.

## E Checklists

Various checklists. Checklists provide step-by-step information to ensure compliance with relevant process and procedure as enacted and stipulated by law.

## F Other Resources

Various other resources. Contains guides and practical aids that provide essential information to assist in complying with relevant legislation. Flowcharts and diagrams provide step-by-step assistance in navigating process and procedure.

For the latest practical legal guidance, visit our website for a free demo or more information.

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