

# RMS Compliance Policy



MEGT RMS shall ensure that its operations, policies and procedures comply with all relevant legislation including any requirement of any statute, rule, regulation, proclamation, order, ordinance or by-law, whether Commonwealth, State, Territory or local (“the relevant legislation”). MEGT RMS is committed to effective compliance that permeates all levels of the organisation. In addition, MEGT RMS shall ensure that such compliance is developed, maintained and regularly reviewed.

It is the role of the National Risk and Compliance Manager to:

- Recognise all relevant legislation applicable to the operations of MEGT RMS.
- Implement all relevant legislative requirements into the operations, policies and procedures of MEGT RMS.
- Ensure all relevant changes to operations, policies and procedures as a result of relevant legislative requirements are applied and enforced.
- Monitor the performance of the compliance program.
- Develop and continuously improve the compliance program.
- Inform, educate and train all staff of MEGT RMS in their obligations and responsibilities to host employers, apprentices and trainees and other stakeholders as a result of the relevant legislative requirements.
- Organise ongoing training and support for all staff of MEGT RMS on compliance issues as a result of legislative changes.
- Make available to all staff of MEGT RMS all relevant legislation and policies and procedures to ensure compliance requirements are met.
- Foster and encourage a compliance culture within MEGT RMS.
- Regularly review and evaluate, at least annually, compliance with the relevant legislation.

Compliance is an obligation for all staff of MEGT RMS. All staff of MEGT RMS are responsible to observe compliance obligations relevant to their positions, perform their duties in an ethical honest and lawful manner, undertake regular training and report any breaches of compliance. These responsibilities are enshrined within the terms and conditions of their employment agreements.

Processes have been implemented to ensure MEGT RMS obtains timely advice of relevant legislation to ensure ongoing compliance. These processes include:

- membership of professional groups, such as National AEN, AEN Victoria, AEN NSW & ACT, AEN Queensland & NT, AEN Tasmania, AEN South Australia, AEN Western Australia, NCVET and others;
- subscriptions to relevant information services, bulletins and newsletters;
- liaison with government and other regulatory authorities, including regular contact, inclusion on mailing lists and monitoring of websites;
- attending industry forums, conferences and seminars; and
- arrangements with our external legal advisors.

This policy is available on the MEGT website and MEGT Recruitment & Management Services Intranet site.

Author Position: National Risk & Compliance Manager RMS		Approver Position: General Manager, Recruitment & Management Services		Version: 2.1
2	ID RMS-POL-COM	Uncontrolled when printed		Date: 05/01/2023

megt.com.au

13 4767

MEGT acknowledges the traditional owners and custodians of the land we work on as the first peoples of this country.

ABN 85 006 266 280 | MEGT (Australia) Ltd.

