



Compliance Policy

Policy Area: Corporate Governance

Approval: Chairman

Signature:

Date:

1. PURPOSE

This Policy describes the compliance management requirements at Sheridan Institute of Higher Education to ensure Sheridan achieves and maintains compliance with relevant legislation, policies and regulations, consistent with international and Australian standards and best practice guidelines.

2. CONTEXT

For the purpose of this policy the term "compliance" is defined as "adhering to the requirements of laws, industry and organisational standards and codes, principles of good governance and accepted community and ethical standards" (Australian Standard AS 3806 – 2006; Compliance programs).

3. RESPONSIBILITY AND ACCOUNTABILITY

Initial approval of policy and later amendments:	Board of Directors
Amendment of procedures consistent with the policy:	Executive Principal
Distribution of policy:	Executive Principal
Implementation of policy:	All Staff and Directors
Monitoring and compliance of policy:	Board of Directors
Evaluation and recommendations for amendments:	Board of Directors

4. POLICY STATEMENT (S)

Sheridan is committed to fully comply with relevant legislation, regulations, standards and codes.

Sheridan is committed to maintain a positive compliance culture, characterised by:

- integrity;
- proactivity; and
- continuous disclosure.

Sheridan will develop, maintain, implement and monitor procedures and processes that enable compliance with legislation, regulations, standards and codes, in accordance with the Sheridan Compliance Management Framework.

All staff, directors and members of external committees/panels are expected to uphold high standards of integrity and ethical behaviour as outlined in the Sheridan Code of Ethics and Integrity.

All staff, directors and members of external committees/panels are urged to report any suspicions of non-compliance, corrupt or improper conduct or maladministration as outlined in the Sheridan Code of Ethics and Integrity.

Sheridan will support staff and associates to understand their role in managing compliance obligations by providing education, training and information.

The Academic Council and the Executive Principal will submit an annual Compliance Declaration to the Sheridan Board, to enable the Board to discharge its responsibilities for compliance.

5. PROCEDURES

Under this Policy, Sheridan:

1. Maintains a Compliance Management Framework that describes the steps for compliance management at Sheridan and which is reviewed every two years
2. Maintains a Register of Compliance Obligations, a central register of all identified laws, regulations, codes, guidelines and other compliance matters with which Sheridan must comply, together with information on persons or bodies responsible for assuring compliance within Sheridan;
3. Monitors internal compliance through the use of a Compliance Monitoring Plan, in order to assess and report on compliance lapses or risks;
4. Provides education and training as part of the implementation and maintenance of a compliance program that details specific accountabilities, reporting and communication methods;
5. Reviews processes and procedures to integrate compliance obligations into the day-to-day operations of Sheridan;
6. Ensures that non-compliances are dealt with in accordance with Sheridan policies, procedures and existing reporting mechanisms;
7. Monitors legislation, regulations, codes, guidelines and other compliance matters for any changes or new requirements. Internal processes will also be monitored to ensure the currency and relevance of compliance procedures and practices;
8. Monitor the effectiveness of the compliance program.

6. APPENDIX: DOCUMENT HISTORY AND VERSION CONTROL RECORD

Document Title:	Compliance Policy
Source Documents:	<i>Adapted from:</i> Deakin University Compliance Management Policy Excelsia College Compliance Policy
Associated Internal Documents:	Sheridan Code of Ethics and Integrity Sheridan Compliance Management Framework Sheridan Register of Compliance Obligations

Compliance Policy

Sheridan Compliance Monitoring Plan

Sheridan Quality Assurance Policy

Associated External Documents Higher Education Standards Framework (Threshold Standards) 2021

Authorised Officer: Executive Principal

Approved by:

Date of Approval:

Next Review Before: Within 12 months from date of first approval, then every two years or more often as required.

Version Number	Version Date	Authorised Officer	Amendment Details
1.03	Nov 2019	Executive Principal	Draft developed as part of TEQSA Review
1.04	Dec 2019	Executive Principal	Approved by Academic Council and Board of Directors, based on advice from Prof. Jeanette Baird
1.05	Oct 2021	Executive Principal	Updated to SIHE