

How to Create a Robust E&C Program in 10 Steps

A well-designed ethics and compliance (E&C) program employs policies and procedures (including assignments of responsibility, training, and incentives) to ensure complete integration of E&C principles into the company's operations that are adhered to by leadership and employees alike - setting a clear message that misconduct is not tolerated and will be investigated thoroughly.

01 Ensure your E&C Program meets the ECI Blue Ribbon Panel Report's 5 principles

These are:

- Strategy
- Risk Management
- Culture
- Speaking Up
- Accountability

ECI ethics & compliance initiative



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Go beyond a 'box-ticking' exercise

Your E&C Program should be well designed, adequately resourced, empowered to function effectively, and measurable.



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Mitigate against risks

When it comes to identifying risks, allocate time and resources to risk assessment and prevention.



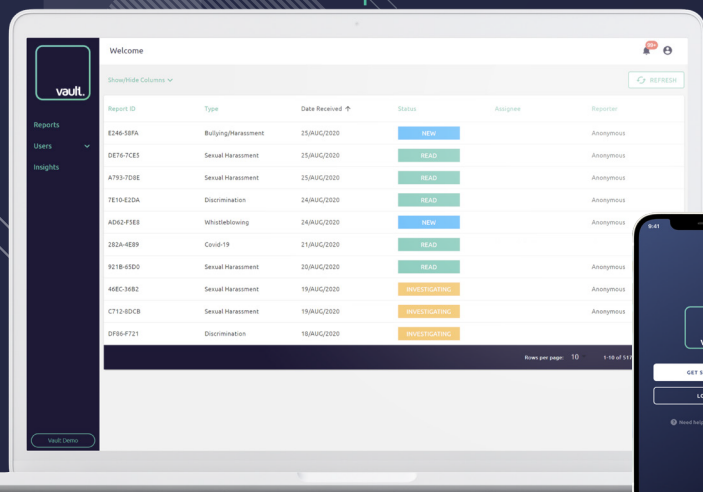
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Ensure your policies and procedures are accessible

All employees - regardless of location, language, and responsibilities - should be able to easily access and understand company policies and procedures.



Tech solutions such as **Vault Platform** have employee apps that make centralizing policies and procedures easy.



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Provide appropriate training to all employees

E&C professionals, managers, and employees have access to appropriate training, offline and online, to build awareness of the process for reporting and investigation.



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Offer a Robust Incident Reporting and Resolution process

Adopt a secure reporting channel that ensures the confidentiality of the reporter's identity, allows you to communicate with them (anonymously if required), and gives you real-time data on the status of ongoing investigations and specific categories of incidents.

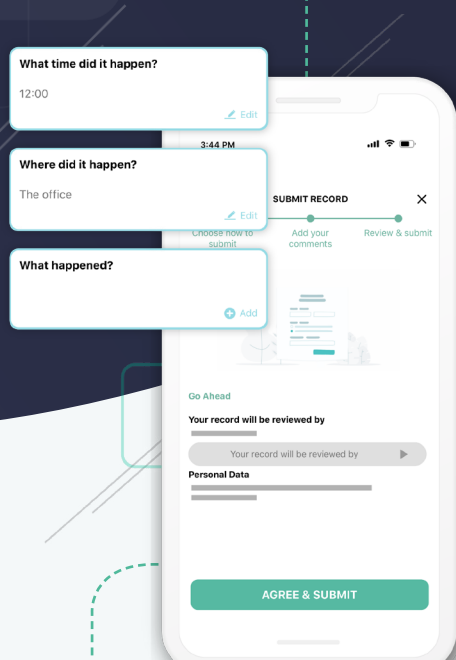


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Facilitate third-party and partner reporting

Your reporting solution should also allow third parties and partners to report incidents of misconduct to your organization, as well as receive follow-up communications.

Old-fashioned hotlines won't cut it. Tech solutions like **Vault Platform** enable anonymous reporting and communication with employees to make closing the loop on investigations easy and trackable.



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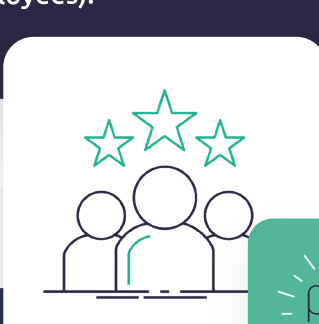
Carry out risk assessments in case of Mergers and Acquisitions

An effective risk assessment process is carried out during the due diligence process of mergers and acquisitions - multiple compliance programs may need to be integrated.

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Make it top-down and bottom-up

Once the program is launched, your organization needs to build trust in the program to make sure it is adopted top-down and bottom-up (by leadership and rank-and-file employees).



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The Board of Directors and other relevant parties have oversight

Consider what experience or training Board members have to ensure adequate capability of oversight.

Vault Platform is ready to provide turnkey solutions to E&C challenges, regardless of the size of the business. Any questions about how to get started?

Get in touch to organize your free consultation.