

Checklist

Corporate Compliance Toolbox

The difference between compliance as bureaucratic burden and compliance as business enabler often comes down to one thing: systematic implementation. This comprehensive checklist serves as your roadmap to compliance excellence.

The Corporate Compliance Checklist provides compliance professionals with a systematic framework to assess whether their organization has established the essential components necessary for an effective ethics and compliance program. Rather than focusing on specific regulatory requirements, this checklist addresses the fundamental infrastructure that supports compliance across all risk domains. By methodically evaluating your program against these benchmarks, you can prioritize development efforts, demonstrate program maturity to stakeholders, and build a compliance function that not only mitigates risk but adds strategic value to your organization. The checklist serves both as an assessment tool and a development roadmap, helping compliance professionals transform abstract program requirements into concrete, implementable steps.

1 Compliance Program Governance Documents

- ☐ Program Charter
- ☐ Mission Statement (clarity here is critical)
- ☐ Roles & responsibilities of Compliance & related functions / Compliance Risk Ownership RACI Framework/Swim lanes: who does what and why
- ☐ Reporting Structure
- ☐ Strategic Plan
- ☐ Escalation policy / Escalation Committee structure and decision rights

2 Code of Conduct & Core Policies

- ☐ Code of Conduct (latest version)
- ☐ Policy framework / inventory
- ☐ Corporate policies themselves

3 Compliance Risk Assessment Materials

- ☐ Compliance Risk Assessment methodology
- ☐ Risk Heat Map / Risk Register
- ☐ Results & mitigation plans

4 Training & Communication Plan

- ☐ Annual compliance training curriculum
- ☐ Training completion metrics
- ☐ Communication / awareness (campaigns, toolkits, newsletters)

5 Monitoring & Testing Program

- ☐ Compliance monitoring framework
- ☐ Testing procedures & sampling methods
- ☐ Monitoring dashboards / reports
- ☐ Corrective action tracking template

6 Speak-Up & Case Management Data

- ☐ Reporting channel details (hotline, web, app)
- ☐ Case management procedures
- ☐ Metrics:
 - ☐ Open matters
 - ☐ Report categories
 - ☐ Average case closure time
 - ☐ Root cause trends
 - ☐ Disciplinary actions & remediation stats

7 Third-Party Management Controls

- ☐ Due diligence procedures
- ☐ Onboarding checklist
- ☐ Contractual clauses
- ☐ Monitoring & auditing procedures for third parties

8 Governance & reporting

- ☐ Board/Committee reporting templates
- ☐ Annual compliance program report
- ☐ Executive dashboards

9 Continuous Improvement Framework

- ☐ Compliance Program Maturity Model
- ☐ External benchmarking data
- ☐ Audit findings & action tracking
- ☐ Lessons learned repository
- ☐ Annual compliance plan & priorities / Strategic Plan