

IT201 -

Identify & measure compliance for government regulations - Guidelines

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[Document Control iii](#_Toc58937437)

[Guidelines 4](#_Toc58937438)

[Compliance 6](#_Toc58937439)

[Enforcement 6](#_Toc58937441)

[Update 6](#_Toc58937442)

[Revision History 6](#_Toc58937443)

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Document Control

The electronic version of this document is recognized as the only valid version.

Approval History

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| APPROVER(S) | TITLE/DEPARTMENT | APPROVED DATE |
| Shamira Jaffer | CEO | December 23rd, 2021 |
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Document Sensitivity Level

Confidential

Guidelines

1. Regularly check sites for updated standards

Regularly visit websites that post updated standards for your industry.

1. Join industry associations

Become a member of trade groups and associations connected with your industry. Organizations alert their membership to significant changes relevant to your business, and they usually can serve as a resource when you have questions.

1. Attend trainings, conferences, and seminars

Whether online or in person, attend regulatory training sessions and seminars as well as participate in conferences. You’ll expand your knowledge, learn new standards, get best practices for implementing the standards, and connect with industry peers.

1. Designate a compliance officer

Consider appointing a designated person to handle your business’ compliance matters. At the least, designate a staff person tasked with regularly checking for updates to relevant regulations.

1. Use software solutions

Implement policy management software or Governance, Risk Management and Compliance (GRC) software that helps automate policy-related processes. Software can help centralize your company’s compliance information, making it easier to track. Software vendors also will update you on relevant regulatory changes.

1. Subscribe to newsletters

Sign up for mailing lists and newsletters issued by law firms, legislators, regulatory agencies, trade organizations, and other industry-specific groups. Don’t forget to actually read those newsletters so you get alerted to changes in standards.

1. Outsource and Audit

Partner with a reputable vendor who can provide expertise and up-to-date knowledge in a specific area of compliance. Conducting an audit of your current practices can help identify areas of weakness in terms of compliance.

Compliance

This policy will be officially monitored for compliance by the IT department director and may include random and scheduled inspections.

Enforcement

All instances of non-compliance will be reviewed by the department director. The department director, with the assistance of the Human Resources department has the authority to impose disciplinary actions, up to and including termination of employment or contractual agreement.

Update

This policy and all supporting documentation will be reviewed and updated annually or upon material changes to Signifi business rules, technology processes, organizational goals, or information security objectives to ensure its continuing suitability, adequacy, and effectiveness.

Revision History

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| VERSION | DATE | SUMMARY OF CHANGE | CHANGED BY |
| 1.0 | 2020-06-17 | First version | Muhammad Nasir |
| 1.01 | 2020-12-02 | Annual review | Razvan Anghelidi |
| 1.02 | 2021-12-12 | Annual review | Hadeel Alzuhairi |