

Legatus Group Policy and procedures register updated 11 Feb 2023

| Name of policy/procedure | Date approved | Reviewed date | Review date | Responsible Officer |
|---|---------------|---------------|--------------------|---------------------|
| Accounting Policy | 18 Nov 2016 | May 2022 | May 2025 | CEO |
| Agenda Items and presentation at meeting | 5 June 2020 | | May 2027 | CEO |
| Business Plan | 3 Sept 2021 | | May 2027 | CEO |
| Board Induction Policy | 10 Feb 2023 | | May 2027 | CEO |
| Members Code of Conduct | 5 June 2020 | | May 2025 | CEO |
| Collaborative procurement | 17 Feb 2017 | 5 June 2020 | May 2025 | CEO |
| Complaints procedure | 17 Feb 2017 | 5 June 2020 | May 2025 | CEO |
| Confidentiality | 18 Nov 2016 | 5 June 2020 | May 2025 | CEO |
| Credit Card | 18 Nov 2016 | 5 June 2020 | May 2025 | CEO |
| Disciplinary | 18 Nov 2016 | 5 June 2020 | May 2025 | CEO |
| Disposal of Assets | 18 Nov 2016 | 5 June 2020 | May 2025 | CEO |
| Dress Code | 18 Nov 2016 | 5 June 2020 | May 2025 | CEO |
| Employee Code of Conduct | 3 Sept 2021 | | May 2027 | CEO |
| Fraud and Corruption Prevention | 18 Nov 2016 | 5 June 2020 | May 2022 | CEO |
| Grievance in the Workforce | 18 Nov 2016 | 5 June 2020 | May 2025 | CEO |
| Informal Gathering refer 11 March 2022 Legatus Group meeting | 17 Feb 2017 | 5 June 2020 | Removed March 2022 | CEO |
| Internal Controls | 17 Feb 2017 | 5 June 2020 | May 2025 | CEO |
| Internal Review | 17 Feb 2017 | 5 June 2020 | May 2025 | CEO |
| Investigation Checklist | 18 Nov 2016 | 5 June 2020 | May 2025 | CEO |
| Privacy | 18 Nov 2016 | 5 June 2020 | May 2025 | CEO |
| Procurement Tender | 16 Feb 2018 | 5 June 2020 | May 2025 | CEO |

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|------------------------------------|-------------|-------------|----------|-----|
| Records and Information Management | 10 Feb 2023 | | May 2027 | |
| Risk Management | 10 Feb 2023 | | May 2027 | CEO |
| Sexual Harassment | 18 Nov 2016 | 5 June 2020 | May 2025 | CEO |
| Social Media | 18 Nov 2016 | 5 June 2020 | May 2025 | CEO |
| Treasury Management | 18 Nov 2016 | 5 June 2020 | May 2025 | CEO |
| Whistleblower Protection | 17 Feb 2017 | 5 June 2020 | May 2025 | CEO |
| Workplace Bullying | 18 Nov 2016 | 5 June 2020 | May 2025 | CEO |
| Work from Home | 5 June 2020 | | May 2027 | CEO |