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Governance

Group Policy

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Purpose:

The BSA Group of Companies and its Subsidiaries (BSA) are committed to effective governance through the development of a strategic direction and plan and an understanding of its legal, ethical and moral obligations so as to generate the consistent and safe delivery of its products and services in compliance with these obligations.

BSA's employees and directors maintain a high standard of personal and corporate ethical conduct demonstrated through our behaviours in the workplace. They uphold and promote the BSA values by complying with the Code of Conduct, and all laws applicable to our operations. We act with honesty, fairness and integrity, in all that we do. This policy supports and is supported by the Code of Conduct and is part of the BSA Group Business Process Framework.

Objectives:


BSA seeks to achieve this purpose through:

- The recognition, integration and demonstration of effective, fair and transparent governance practices
- The clear, concise and traceable implementation of Delegations of Authority, responsibility, accountability and control from the Board of Directors to the Managing Director/Chief Executive Officer and management.
- The setting, tracking and reporting of objectives and targets appropriate to the Group, its Business Units and its clients
- The establishment of practices to ensure that all applicable laws, codes of practice and standards impacting on the operations of the BSA Group are identified, monitored for change, made readily accessible, communicated and reflected in all systems of work and documentation
- The application of consistent risk management principles to the identification, assessment and control of hazards and aspects, risks and impacts, work practices and behaviours across BSA, with the intent to reduce to a level as low as reasonably practicable that which could cause incidents, injuries, illness or environmental harm
- The identification, assessment, development, understanding and communication of organisational risks and legal obligations through the development and publishing of Group Standards
- The provision of ongoing support and professional development to employees to assist in the implementation of effective, evidence based governance practice
- The regular meeting of the Board of Directors to develop and review strategic direction, identify and respond to organisational risk and legal obligations, monitor financial, legal and executive management and review Board process and performance
- The development of financial budgeting, reporting and monitoring processes associated with Group and individual accountability to enable the ongoing viability of the Group and to make the best use of its resources
- Monitoring and oversight of management and good management practice including the implementation of appropriate checks and balances
- The monitoring and oversight of employee actions to ensure they act honestly, and with due care and diligence
- The declaration of any actual, potential or perceived conflicts of interest
- The development of ethical standards and a Code of Conduct which guides actions and decisions in a way that is transparent and consistent with the BSA Values and Vision
- Reporting and investigating governance incidents and non-conformances, identifying and applying corrective and preventive actions and reviewing the effectiveness of the corrective or preventive actions
- Continuously reviewing, developing and improving our standards, systems and processes through consultation and communication.

Application:

This Policy applies to all BSA operations and covers all our activities and services. The Board and management teams have oversight and accountability to understand and bring it to life.

The policy is owned by the Board and enacted through the Managing Director and will be reviewed biannually and/or updated as required due to changes in the business, its leadership or the environment within which we operate.



Nicholas Yates - Managing Director and Chief Executive Officer -
BSA Limited – 31st January 2017

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