

Ahead



MANAGEMENT GROUP

Mandatory Training and Compliance Policy

Building fair and effective standards into our business



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Document Control

Document History

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Signatories

Name	Role	Sign off Date
Andy Ewell	AheadMG Delivery Director	07/07/2022
Neil Hickman	AheadMG Finance Director	07/07/2022

Document Storage

All versions of the policy will be stored on our website <https://www.aheadmg.com/new-starters/>

Mandatory Training and Compliance Policy

Introduction

AheadMG has a responsibility to ensure that its staff and associates are trained and informed appropriately, for areas where there is a legal or statutory requirement to do so. People are our most important asset and AheadMG are ensuring that all necessary arrangements are in place to protect our people. AheadMG is charged with ultimate responsibility for mandatory training and is committed to ensuring that this responsibility is effectively discharged throughout AheadMG. This policy sets out the roles, responsibilities and compliance for mandatory training completed at AheadMG.

Mandatory training includes: GDPR, Money Laundering, Modern Slavery Training, Cyber Security and Anti-Bribery training.

Scope

This policy applies to all staff and associate groups irrespective of differences in terms and conditions of service, client engagement, seniority levels, working patterns and any other irrelevant distinctions.

Policy requirements

- To be completed within the first month of your engagement and annually refreshed thereafter
- There is also a requirement to complete annual refresher training. The aim for this training is to communicate new updates (including changes to legislation and effective ways to keep our community safe across virtual and cyber environments)

Responsibilities

All staff and associates have a duty to ensure they:

- Successfully complete the mandatory training within the one-month timeframe agreed with their manager
- Raise any difficulties they face completing this training with their manager and agree a way forward
- To renew their training within the compliance timelines

Mandatory Training and Compliance Modules

The following training modules are mandatory and managers should ensure all staff and associate participation in these where appropriate:

- **Money Laundering Training** - the process by which criminals attempt to conceal the identity, source or destination of illicit funds
- **Modern Slavery Training** - a catch-all term to describe human trafficking, forced labour, debt bondage, sex trafficking, forced marriage and other slave-like exploitation
- **Cyber Security Training** - Cyber security is the application of technologies, processes and controls to protect systems, networks, programs, devices and data from cyber-attacks
- **Anti-Bribery Training** - the offering, promising, giving, accepting or soliciting of an advantage as an inducement for an action which is illegal, unethical or a breach of trust
- **GDPR Training** - information relating to a living individual who can be identified from that data

All AheadMG mandatory training and compliance modules can be accessed through the following link:

<https://www.aheadmg.com/training/>