

COMPANY SECRETARIAT SERVICES: CORPORATE POLICIES

1. Why develop Corporate Policies?

There are a number of different business situations that could result in the need for the development or update of an organisation's Corporate Policies. The leading reason for developing or updating an organisation's key policies is to align the organisation with good corporate governance practices and standards.

Corporate Policies are meant to provide the necessary guides to formulate the company's strategy and plans, whilst ensuring that it complies with its constitutional documents, the respective legislation and its long term objectives.

2. Definition

Corporate Policies are a documented set of broad guidelines, formulated after an analysis of all internal and external factors that can affect an organisation's objectives, operations, and plans. Formulated by the organisation's board of directors, corporate policies lay down the organisation's response to known and knowable situations and circumstances. It also determines the formulation and implementation of strategy, and directs and restricts the plans, decisions, and actions of the organisation's officers in achievement of its objectives.

3. Corporate Policies: Value Proposition

A well constructed and relevant policy can bring many advantages to an organisation, some of these being that:

- there is a documented process which governs the behaviour of the organisation and all its employees in a equal manner;
- through the policy, there are agreed values, objectives and participatory practices;
- the goals to attain the objectives are clear, or in the case of certain behaviours, that they are defined between that which is considered good or bad behaviour;
- there is consensus regarding the manner in which the organisation will set its priorities, and then meet them;
- there are clear guidelines which define the roles of authority, delegation and where the boundaries of accountability and responsibility lie;
- through the implementation and monitoring of the organisation's policies, the organisation will experience an improved level of service or customer satisfaction; and
- there is a greater alignment of the organisation's value and its purpose towards civil society, target groups and other stakeholders.

4. Typical examples of Corporate Policies

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Dr Mathews Phosa (2009-2011) |
Professor Shirley Zinn (2009-2011) |

The following list is just an example of typical Corporate Policies that CGF and Palladium have completed in various industries:

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| – Audit and Internal Audit Activity Charter | – Human Resources Policy |
| – Board Charters | – Investment Policy and Guidelines |
| – Board Committees Terms of Reference | – IT Audit Policy |
| – Board Compliance Charter | – IT Policy |
| – Business Continuity Policy | – Legal Policy |
| – Code of Ethics | – Limited Disclosure Policy |
| – Company Handling Policy | – Marketing and Communications Policy |
| – Corporate Approval Framework | – New Products Policy |
| – Corporate Identity Policy | – Reputation Risk Management Policy |
| – Corporate Social Investment Policy | – Risk Management Policy |
| – Fit and Proper Person Criteria Policy | – SHEQ Policy |
| – Fraud, Corruption, Theft Prevention Policy | – Other |

5. Why CGF?

Since our inception in 2003 we have developed an exceptional track record with Boards and CEOs and are a trusted partner to many South African organisations. We are a business of high integrity and widely recognised.

Our Corporate Policy development team consists of highly experienced individuals. They have to be able to adapt rapidly to new cultures and operational processes and they have to be results driven with a dedication to leading change and making a difference.

7. Further information & contact details

Please contact CGF for further information on +27 (11) 476 8264/ 1/ 0 or email accounts@cgf.co.za or email tbooyesen@cgf.co.za or Paul.aucamp@palstrat.co.za

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