

Role Description Compliance Officer - 3 October 2018

What is a compliance officer?

Being a Dutch legal entity, the operation and management of Aidenvironment must follow Dutch Law and Regulations. The Compliance Officer ensures that the Director, Management Team and employees follow these rules and regulations and that behavior within the organization meets the Code of Conduct. Employees can report or file a complaint on issues related to unauthorized behavior concerning operation and management, such as:

- (suspicion of) violation of the Code of Conduct;
- (suspicion of) financial irregularities;
- (suspicion of) unlawful acts;
- (suspicion of) fraud;
- other irregularities that the employee cannot discuss with his/her manager.

The Compliance Officer's role is a re-active one, which means that he/she takes action after having received a report or complaint. All administrative tasks that are related to compliance will be carried out by the Office Manager, the administrative staff or if needed external HR and control support, to whom all sources will remain undisclosed.

Appointment is based on nomination. The Compliance Officer is appointed for the period of 1 year unless decided otherwise. Compliance Officer is an additional role in the organization, complementary to your current work, there is no additional payment/salary. The Compliance Officer acts under the direct responsibility of the Director of Aidenvironment.

Possible activities of the compliance officer:

- Handle all reports and complaints confidentially. Sources will only be shared with other parties after consent has been obtained of the employee who filed the report.
- Investigate all complaints and notifications and seek for operational support for the implementation.
- Report to the Director or - in case reports or complaints involve the Director - to the Supervisory Board.
- Advise the Director or Supervisory Board on measures to come to solutions.
- Supervise the settlement of complaints and give feedback to the employee who filed the complaint.
- Guide an employee in case the employee wants to raise a case with the Board of Directors or if other steps are needed.
- Report at least once a year to the Director on alleged financial irregularities.

The Compliance officer guarantees an independent and objective review of all notifications and complaints. The Compliance Officer guarantees the (social) safety of employees who file a report.