

# SAFETRAC Compliance Management



Good corporate governance principles dictate that an organisation should establish a sound system of risk management, internal control and behavioural audit. **SAFETRAC** is that system.

Integrated into internal operating procedures, **SAFETRAC** provides online systematic, comprehensive internal reporting, behavioural monitoring and assessment, to measure accountability and behaviour against performance standards, consistent with the requirements of the Australian Standard on Compliance Programs, AS3806.

**SAFETRAC** contributes to the maintenance of a safer and more productive work place and reduces the likelihood of a legal breach. In the event of a breach the electronic records of compliance provide the basis for a due diligence defence. At the same time **SAFETRAC** reduces the costs of an organisation's legal and policy compliance function by identifying individuals and behaviours at risk, resulting in effective and focused responses in the form of remedial training and management alerts.

**Legal Compliance.** These products ensure that employees have an adequate level of knowledge to enable them to meet their legal compliance obligations through reference material, tutorials and tests.

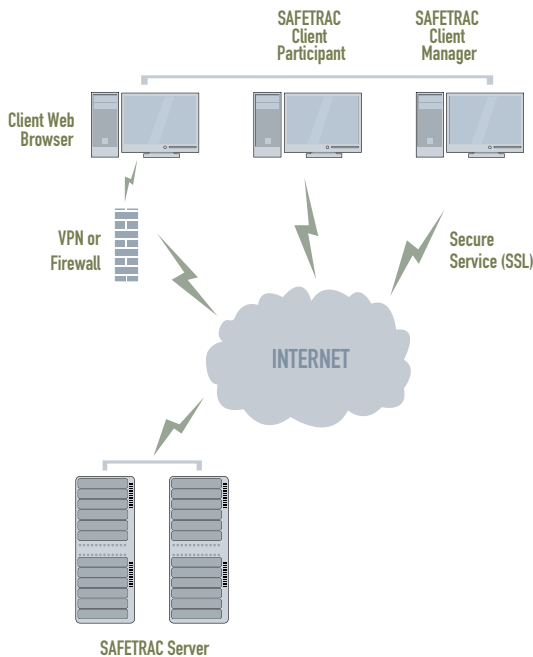
**Policy Compliance.** These products identify whether employees have appropriate knowledge and behaviour relevant to their work role and are following required practices and procedures, through the use of Knowledge Tests, Behavioural Questionnaires and Employee Surveys.

**Audit Products.** This customised system is used where information critical to the participants work role needs to be managed and/or monitored to reduce risk and likelihood of a breach of the law. Products in this area assess the knowledge and behaviour of employees on specific company policies, procedures, regulatory requirements and legal obligations.

**Risk Management.** This capability provides employees with a knowledge of risk management from a basic to a comprehensive level through reference material, tutorials and tests.

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## SAFETRAC SERVICE ARCHITECTURE



This diagram shows how access is gained to the SAFETRAC Compliance Management System:

## SAFETRAC Delivery and Security

The SAFETRAC Server:

- provides a high level of availability, reliability and accessibility and delivers a high quality experience
- is owned and operated by SAFETRAC
- has business analysis capability providing many different reports
- selected reports may be scheduled to run on a regular basis and exported when required
- has a comprehensive email management facility which enables effective communication between participants and management
- is maintained in a secure data centre
- backs up data daily with copies stored securely off site
- is replicated at a remote site as part of the SAFETRAC business continuity program
- has a range of secure connectivity options and comprehensive data import and export capabilities

## SAFETRAC Business Continuity

Clients are notified of all events which are known and will affect access from the support desk. Help Desk provides assistance for SAFETRAC Managers for any incidents, issues, queries and training requirements. The service levels are detailed below:

SERVICE	SERVICE LEVEL
Network Monitoring	24 x 7
Service Monitoring	Yes
Incident Response Time	30 minutes, 8am to 6pm AEST, Business Days
Availability Goal	99.5% (Business Hours)

For more information please visit SAFETRAC at [www.safetrac.com](http://www.safetrac.com)

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