



# Career Seekers Direct

## Corporate Governance Policy and Process

### Introduction

We at Career Seekers Direct Limited (“CSD” or “the Company” below) seek to achieve our mission of:

- Raising Aspirations
- Developing Skills
- Making Valuable Connections

Whilst being a company who are trusted for our commitment to quality, openness, customer satisfaction and sustainability. We respect individuality while promoting teamwork and are committed to delivering unique value through innovative and creative solutions.

### Purpose

Our corporate governance policy and processes ensure we continuously review our activity, enhance and strengthen our corporate governance to ensure transparent, fair, timely, and decisive decision-making.

For effective corporate governance, CSD will review this policy, and amend it as necessary, on an annual basis.

This policy document provides information on how CSD ensures the highest standard of Governance in the organisation.

It focuses on accountability, transparency, and adherence to legal requirements.

## How is Adherence to Corporate Governance Monitored?

### 1 Appointment of Chair of Governance

As CSD has a single Director, the importance of a Corporate Governance Policy and Process is fundamental to the organisation, an independent Chair of Governance is in place who supports CSD's adherence to this policy. **CSD Governance Report:**

### 2 The quarterly Governance Report on:

1. Legal Compliance and Company Structure
2. Governance Principles and Practices:
3. Accountability
4. Transparency
5. Ethical Conduct
6. Risk Management
7. Stakeholder Engagement
8. Succession Planning

The CEO of CSD produces a quarterly Governance report which provides a summary of :

- Services Delivered
- Service Development
- Human Resources
- Compliance with Company Regulations/Laws
- Safeguarding
- Health and Safety
- Risks raised
- Finances
- Quality
- Stakeholder Engagement

The report is submitted to the Chair of Governance and reviewed and signed off by this person. Any actions are noted and action/reviewed at the next meeting.