

Legal Compliance Policy

This policy contains descriptions of expectations and principles relating to compliance with legal and other regulatory requirements.

This document includes statements on: -

1. Compliance with legal requirements.
2. Ensuring Compliance.
3. Communicating changes to legislation, compliance and LTS policies & procedures.

1. Compliance with legal requirements

- 1.1. LTS makes policy statements and provides information about legal compliance to help staff, learners and visitors to ensure their legal obligations are not breached through a lack of awareness.
- 1.2. It is ultimately the responsibility of each individual to ensure that they do not break the law. Staff, learners and visitors managing/using any LTS information system are not exempt from statutory obligations.
- 1.3. All those who have access to on-line services through LTS' network are responsible for making themselves aware of the possible legal consequences attached to the use of those services.
- 1.4. Where a serious unlawful act involving LTS is suspected, the Training Manager must be informed.

2. Ensuring Compliance

- 2.1. LTS' Quality Assurance and Audit procedures ensure legislative requirements are up to date and complied with.
- 2.2. Within each section of the Quality Assurance and Audit procedure is provision for checking current legislation.
- 2.3 Regular email updates are received from the Health and Safety Executive on general health and safety, all industry specific health and safety etc.
- 2.4 LTS maintains its membership of industry specific bodies e.g. Road Haulage Association, Freight Transport Association, Driver and Vehicle Standards Agency, International Powered Access Federation etc. LTS receives regular compliance emails and has access to legal advice via 'members services'
- 2.5 LTS' company solicitors Oglethorpe, Sturton and Gillibrand are responsible for ensuring the Training Manager complies with all other relevant legislation including e.g. employee legislation, document retention etc.
- 2.6 LTS' external consultant and auditors SHE Associates <http://www.sheassociates.co.uk/> also ensure we are compliant

3. Communicating changes to legislation, compliance and LTS policies & procedures.

- 3.1. Any changes to legislation, compliance and LTS policies & procedures are communicated and documented via: - weekly 'IHT' team meetings, Senior Management Team meetings, All Staff meetings and/or via email memo's (Staff Policy Portal).

4. Failure to comply with this Policy may lead to disciplinary action.

A handwritten signature in black ink, appearing to read 'Richard W Little', written in a cursive style.

Richard W Little – Chairman

<u>Document Control</u>	
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