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Sample Corporate Compliance Committee Meeting Notice

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To: Corporate Compliance Committee Members; Compliance Area Subject Matter Experts; Business Organization Ethics & Compliance Officers

From: Nancy Higgins, Chief Ethics and Compliance Officer

Subject: Corporate Compliance Committee Meeting and Annual Compliance Reports

Our final Corporate Compliance Committee meeting of [the year] will take place on Wednesday, [date], in San Francisco from 8:30 –10:30 a.m. Pacific Time. We will arrange for video and/or phone links as the date approaches.

As you know, the Corporate Compliance Committee is responsible for the periodic assessment and prioritization of legal risk areas, the sharing of compliance program best practices, and the development of enterprise-wide tools and monitoring mechanisms to increase the efficiency and effectiveness of company-wide compliance activities. If you will not be available to attend the meeting, please designate someone from your organization who can briefly present the highlights of your report to the Committee and let us know who will be attending for you.

Annual Update of Committee Members and Key Contacts

Please check the lists of the members of the Compliance Committee and the Key Contacts on the BecWeb Ethics and Compliance Website and let me know by email, with a copy to my assistant, if any corrections/additions are necessary.

Subject Matter Expert (SME) Reports

As I indicated at our last meeting, your written reports will be due on [date]. These reports are extremely important; they are the way we conduct and document our compliance risk assessment process. As in past years, your report should address the following:

Description of the risk areas for which you are responsible;

- Summary of your goals for this year and identification of any barriers to achieving your goals by year-end;
- Adequacy of corporate policies, instructions, procedures etc. which define and implement your programs—are they comprehensive, consistent, up-to-date, effective—and your process to periodically evaluate these;
- Any deficiencies in training for your compliance area and your plan to remedy those deficiencies;
- Compliance incidents which have occurred during the year and the response;
- Any significant regulatory, political, or legal changes in your area of responsibility;
- Any new risks to the company which need to be addressed [next year]; and



- Key goals for [the coming year].

If you are new to the committee as a Subject Matter Expert and will be creating your first report, you can focus your attention on goals for [next year].

Business Based Ethics & Compliance Officer Reports—Supplemental Compliance Training Plans

Business-based ethics and compliance officers must provide an annual assessment and plan for any additional compliance training needed in their organizations beyond the companywide compliance training core courses [for the coming year]. If you submitted supplemental compliance training plan for [this year], please provide a report on your organization's status with respect to that plan.

Meeting Agenda

- 1) Welcome and Opening Remarks
- 2) Individual Report-Outs

Continuing our effort to educate all of us about compliance activities in Bechtel's key legal risk areas, I will be asking each of you to present a 5-minute summary of your report, addressing the points above. This will help us share best practices and better understand where compliance areas intersect so that we can work issues together.

The order of presentation is on the attached table. Please let me know if I have missed anyone.

My assistant will send out calendar notices with video conference room assignments and call-in information shortly before the meeting.

I am looking forward to hearing about your accomplishments this past year and your plans for the future.

Nancy Higgins

Chief Ethics and Compliance Officer



Corporate Compliance Committee Meeting

Order of Presentations [date]

Area	Presenter(s)
Finance: Controller Tax Treasury	Finance Representative, collectively for: [Name], Controller Operations [Name], Global Tax [Name], Treasurer
HR	[Name], HR SME [Name], Senior Employment Counsel
Privacy	[Name], Privacy SME
Anti-Boycott Anti-Corruption International Sanctions Export Control Environmental Safety & Health	[Name], Principal Counsel (Compliance) and SME [Name], Export/Import Control SME [Name], ES&H SME
IS&T	[Name], IS&T SME
Information Security Misuse or Theft of Proprietary Information	[Name], Corporate Information Security Manager [Name], Senior Counsel
Procurement	[Name], Manager of Contracts and Procurement [Name], Chief Procurement Officer BSII
Government Businesses	[Name], BSII Ethics & Compliance Officer
Political Contributions & Lobbying	[Name], Manager, Washington D.C. Office
BFSI	[Name], BFSI Compliance Manager