**CHECKLIST: Corporate Governance in My Business**

Look at each of these areas – do you have them in place in your business? What can you do to put them in place?

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|  | **✓……🗶** | **Action Plan** |
| Fully informed about corporate governance and good practice |  |  |
| Organisational chart in place with future plans identified |  |  |
| Internal policies and procedures are all mapped |  |  |
| Advisory board is in place |  |  |
| Code of conduct is in place |  |  |
| Business plan is in place |  |  |
| Clear financial procedures in place and finance is regularly monitored |  |  |
| Back-up plans and contingency plans are in place |  |  |
| Open policy for pay and benefits |  |  |
| Always up-to-date with industry trends and governance laws |  |  |