

Sample Meeting Agenda
Corporate Compliance Committee Meeting
[date]
11:00 a.m. – 12:30 p.m. (EST)

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| 1. Welcome and Introduction of New Members/Guests | Nancy Higgins, Chair
[Name], Vice Chair |
| 2. Report from the Chief Ethics and Compliance Officer | Nancy Higgins |
| 3. Member Report-Outs ¹ | All |
| 4. Other Business | Open to All |

Order of Presentations

Area	Presenter(s)
Export Control & International Sanctions	[Name], Export/Import Control SME [Name], Senior Compliance Counsel
Anti-Boycott	[Name], Senior Compliance Counsel and SME
Anti-Corruption	[Name], Senior Compliance Counsel and SME [Name], Senior Counsel, Global Employment and Labor
ES&H	[Name], Corporate Global ES&H Manager
Finance: Controller Tax Treasury	Designated Finance representative, collectively for: [Name], Chief Accounting Officer [Name], Global Tax [Name], Treasurer
BFSL	[Name], Finance Director, BFSL Compliance and Money Laundering SME
Facilitation of Tax Evasion	[Name], International Tax
Government Businesses	[Name], NS&E Ethics & Compliance Officer
HR Privacy & GDPR	[Name], Mgr. of ER, Policy, and Governance; [Name], Privacy Officer [Name], Manager, Labor & Employment (Advisor) [Name], Senior Counsel (Advisor)
Human Rights & Modern Slavery Act	[Name], Sustainability Mgr. (SME) [Name], Principal Counsel (Advisor)
Information Security Misuse or Theft of Proprietary Information	[Name], Senior IS&T Manager [Name], Senior Counsel Technology (Advisor)
Political Contributions & Lobbying	[Name], Manager, Internal and Government Affairs
Procurement	[Name], Manager, Procurement and Contracts [Name], Chief Procurement Officer, NS&E

Next Meeting: [Date]

¹ Member reports at this meeting are brief presentation of the highlights of your year-end written report; you should include:

- A brief summary of your goals and any major accomplishments this year
- Any changes to the risk area or your evaluation of the level of risk since your last report
- A brief summary of your goals for [next year]