

# Legal and Compliance Checklist

## - Public

### 1. Business Structure and Registration:

- Confirm that your business is registered correctly and operating under the appropriate legal structure (e.g., LLC, corporation, sole proprietorship).

### 2. Business Licenses and Permits:

- Obtain all necessary licenses and permits required by federal, state, and local authorities to operate legally.

### 3. Tax Compliance:

- Ensure that you are compliant with all tax obligations, including income tax, sales tax, and employment taxes.

### 4. Intellectual Property Protection:

- Secure intellectual property rights, including patents, trademarks, and copyrights, as necessary to protect your brand and innovations.

### 5. Contracts and Agreements:

- Review and update contracts with customers, suppliers, and partners to ensure legal compliance and mitigate risks.

### 6. Employment Law Compliance:

- Comply with labor laws regarding hiring, wages, working conditions, and employee benefits.
- Keep records of employee contracts, working hours, and payroll.

### 7. Privacy and Data Protection:

- Comply with data protection and privacy regulations (e.g., GDPR, CCPA) when handling customer and employee data.

### 8. Anti-Discrimination and Harassment Policies:

- Establish and enforce anti-discrimination and anti-harassment policies in the workplace to ensure a safe and inclusive environment.

### 9. Environmental Regulations:

- Adhere to environmental regulations and obtain permits if your business activities impact the environment.

### 10. Occupational Safety:

- Comply with occupational safety and health regulations to protect the safety and well-being of employees.

#### **11. Accessibility Standards:**

- Ensure that your business is accessible to individuals with disabilities, as required by accessibility laws (e.g., ADA).

#### **12. Export Control and Trade Regulations:**

- If applicable, understand and adhere to export control and trade regulations to facilitate international business.

#### **13. Financial Reporting and Transparency:**

- Maintain accurate financial records and financial reporting practices in compliance with accounting standards.

#### **14. Corporate Governance:**

- Establish and maintain effective corporate governance practices, including board oversight and transparency.

#### **15. Regulatory Compliance Monitoring:**

- Regularly monitor changes in laws and regulations that affect your industry and business operations.

#### **16. Anti-Money Laundering (AML) and Know Your Customer (KYC) Procedures:**

- Implement AML and KYC procedures if applicable to your industry to prevent illegal financial activities.

#### **17. Employee Training on Legal and Compliance Matters:**

- Provide employees with training and awareness programs related to legal and compliance matters.

#### **18. Record-Keeping:**

- Maintain comprehensive records of business transactions, contracts, compliance activities, and audits.

#### **19. Disaster and Business Continuity Planning:**

- Develop disaster recovery and business continuity plans to ensure business operations can continue in case of disruptions.

#### **20. Legal Counsel:**

- Seek legal counsel or consult with legal professionals when facing complex legal issues or changes in regulations.

#### **21. Whistleblower Policy:**

- Implement a whistleblower policy to encourage employees to report legal and ethical concerns internally.

#### **22. Compliance Audits:**

- Periodically conduct internal compliance audits to identify and address any compliance gaps.

### **23. Document Retention Policy:**

- Establish a document retention policy outlining how long various types of records should be kept and when they can be safely disposed of.

### **24. Regulatory Reporting:**

- Ensure timely and accurate reporting to relevant regulatory bodies and authorities.

### **25. Insurance Coverage:**

- Review and update insurance coverage to protect against legal and liability risks specific to your industry.

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