

# Corporate Governance Toolkit

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This toolkit by Rescue Point Business Solutions (RPBS) offers essential resources, frameworks, and checklists to help business leaders, directors, and SMEs build robust corporate governance practices. Good governance is critical for legal compliance, stakeholder trust, and long-term business resilience.

## 1. What is Corporate Governance?

Corporate governance refers to the systems, principles, and processes by which a company is directed and controlled. It involves balancing the interests of stakeholders such as shareholders, management, customers, suppliers, financiers, government, and the community.

## 2. Key Principles of Good Governance

### 1. Accountability

The board and management must be accountable to shareholders and stakeholders.

### 2. Transparency

Disclosures must be timely, clear, and accurate about company performance and risks.

### 3. Fairness

All stakeholders must be treated equitably and without discrimination.

### 4. Responsibility

The board is responsible for strategic guidance, risk management, and compliance.

## 3. Governance Structure Template

Below is a typical structure for governance in SMEs:

- Shareholders
- Board of Directors
- Audit Committee
- Risk & Compliance Officer
- Executive Management

- Internal Controls and Reporting Lines

#### **4. Director Responsibilities Checklist**

- ✓ Attend board meetings regularly and prepare in advance.
- ✓ Act in good faith and in the best interest of the company.
- ✓ Avoid conflicts of interest and disclose any related party transactions.
- ✓ Ensure the company complies with laws, tax obligations, and filings.
- ✓ Maintain company records and ensure audits are conducted.
- ✓ Understand the financial status of the company and raise concerns promptly.

#### **5. How RPBS Supports Governance**

Rescue Point Business Solutions provides governance support services including:

- Independent board advisory and training
- Development of policies and governance frameworks
- Risk and compliance assessments
- Director onboarding and responsibilities coaching
- Corporate governance audits

For tailored governance consulting or board support, contact RPBS at [info@rescue-point.com](mailto:info@rescue-point.com) or visit <https://rescue-point.com>