

LEGAL & COMPLIANCE MANAGER

Division / Department: **DAIICHI SANKYO BENELUX /LEGAL, COMPLIANCE MANAGEMENT**

Reports to : **HEAD OF COMPLIANCE EUROPE**

1. Context

The Legal and Compliance Manager for Benelux reports to the Head of Compliance for Europe, and is also a member of the Belgian and Dutch leadership teams.

2. Purpose of the job

The Legal & Compliance Manager oversees the Compliance Program of DSBE & DSNL functioning as an independent and objective body that reviews and evaluates compliance issues/concerns with the aforementioned organizations. He/she provides sound legal advice to ensure that all their operations and business activities are carried out in compliance with applicable laws and regulations and that behaviour in the organizations meets the companies' ethical standards of conduct and values. He/she also provides advisory services to the general manager and other senior management departments heads of said organizations on legal and related matters.

3. Result areas

Legal & Compliance Officer

Core activities include but are not limited to:

- Identification & closing of gaps re the Compliance Program, incl. suggesting program improvements and new measures to direct superior and General Management of the organizations, as well as supervising and controlling adherence with the Compliance Program of all the officers, employees and collaborators of the organizations which includes, amongst other things, approval workflow oversight and input for compliance relevant activities.
- Design, implement & review policies and procedures designed to prevent and detect conduct inconsistent with applicable requirements and the companies' policies. Provide counseling and resolve questions from internal clients regarding compliance policies and procedures, including Code of Conduct and anti-corruption policies
- Support in the management and implementation of procedures and systems relating to Transfer of Value (ToV), including data collection and reporting

- Drive education and awareness on compliance in the organizations, incl. design and execution of Compliance Training Programs for companies' employees as well as the Compliance Communication Program to prevent illegal, unethical, or improper conduct in close coordination with the Human Resources Department and others
- Direct all legal and compliance concerns and potential violations of policies, procedures and other elements of the Compliance Program to direct superior, assist with necessary investigations/audits/inspections and ensuring corrective actions are undertaken where appropriate
- Contractual law (drafting, reviewing and negotiating), mainly purchasing, consulting and other service provider contracts
- Work closely with European Legal and Compliance to ensure implementation and adherence to EU and Global legal and compliance/ethics initiatives at the local level, and to lead/support in legal and compliance/ethics focused EU projects
- Review and analyze legislation and regulations affecting the organizations and perform an oversight of compliance with the applicable legislation and regulations
- Advise on and assist with dispute resolutions and other legal matters, where necessary in consultation with external counsel
- Prepare and provide relevant reports to DSE (e.g. Quarterly Legal Report, biannual Non-Compete Obligation List, etc.)
- Prepare a plan and execute Compliance Monitoring activities pre-approved by the direct superior and the Senior Management of the organizations, determine responsibilities/accountabilities and propose corrective actions where necessary
- Assisting on data protection relevant matters in consultation with EU Legal / DPO

