

# RGPC for SMEs — 90-Day Guide + Checklist

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A practical plan with weekly milestones, clear ownership and essential templates. (Accent: #1E828C)

## Summary

- A practical 90-day rollout plan to implement RGPC in an SME, including weekly milestones and a ready-to-use checklist.

## Why act now?

- Avoid fines and reputational damage.
- Professionalise management with clear controls and policies.
- Competitive edge for enterprise clients and public tenders.

## 90-Day Plan (milestones)

- Days 1–15: Kick-off; Compliance Officer appointment; project plan.
- Days 16–30: Risk assessment, matrix and treatment plan.
- Days 31–45: Code of Conduct and core policies (Conflicts, Gifts, Third Parties, Sponsorships).
- Days 46–60: Whistleblowing channel, anti-retaliation policy, investigation procedure and end-to-end test.
- Days 61–75: Role-based training and awareness campaign.
- Days 76–90: KPIs, dashboard and final management report with 6–12-month roadmap.

## Checklist

- [ ] Management resolution and Compliance Officer appointment.
- [ ] 90-day project plan with RACI.
- [ ] Risk workshops and matrix by core process.
- [ ] Treatment plan with owners and deadlines.
- [ ] Code of Conduct and policies (Conflicts; Gifts & Hospitality; Third Parties; Sponsorships/Donations).
- [ ] Integrity clauses in contracts and evidence registers.
- [ ] Whistleblowing channel live + investigation procedure.
- [ ] >90% trained and awareness materials in place.
- [ ] KPIs and dashboard defined; final report and 6–12-month plan.

## Get in touch

- Policy pack, editable templates and rollout support: [iCompliance.eu](https://www.icompliance.eu)