



Beta Technology is a software-testing firm that recently opened in Centervale. The company employs sixty-two people, including software designers, technicians, sales people, and clerical staff. The Human Resource (HR) department consists of the director and a senior compliance officer.

Beta Technology is owned by Matthew Clark. Matthew is a businessperson and has been working in the software industry for about ten years as a turnaround consultant. He recognized the need for the services that Beta Technology now provides and began to piece the company together over the past few years. The company obtained its first contract about six months ago and has rapidly established itself as a service-oriented company.

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You know Matthew from college and were excited when he contacted you about the job of senior compliance officer in HR. You know Matthew is a skilled professional with strong values. His approach to doing business has not changed and your job is to ensure that the company is operating both legally and ethically. However, Matthew realizes that he has no policies or procedures in place to ensure compliance. He admits, while he has good intentions, he does not feel knowledgeable enough to develop policies. He is relying on your professional expertise to ensure compliance.

In your new position, you will be working closely with HR Director Karen Gibson and Matthew. You will be writing policies and procedures as well as developing employee communications and addressing workplace compliance issues.

