List of BTOG Policies at March 2020

<table>
<thead>
<tr>
<th>Code</th>
<th>Charity</th>
<th>Issue Date</th>
<th>Review Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1</td>
<td>BTOG Executive</td>
<td>August 2018</td>
<td>August 2020</td>
</tr>
<tr>
<td>C2</td>
<td>Board of Trustees Chairperson Role Description</td>
<td>August 2018</td>
<td>August 2020</td>
</tr>
<tr>
<td>C3</td>
<td>Trustee Terms of Reference</td>
<td>March 2020</td>
<td>March 2021</td>
</tr>
<tr>
<td>C4</td>
<td>Trustee Induction Pack</td>
<td>August 2018</td>
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</tr>
<tr>
<td>C5</td>
<td>Steering Committee Chair Role Description</td>
<td>August 2018</td>
<td>August 2020</td>
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<tr>
<td>C6</td>
<td>Steering Committee Vice-Chair Role Description</td>
<td>August 2018</td>
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</tr>
<tr>
<td>C7</td>
<td>Steering Committee Role Description</td>
<td>August 2018</td>
<td>August 2020</td>
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<tr>
<td>C7</td>
<td>Steering Committee Trainee Representative Role Description</td>
<td>August 2019</td>
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<tr>
<td>C8</td>
<td>Succession Planning – Steering Committee &amp; Board of Trustees</td>
<td>April 2019</td>
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<tr>
<td>C9</td>
<td>Conflict of Interest and Self-declaration for BTOG Officers</td>
<td>August 2018</td>
<td>August 2020</td>
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<tr>
<td>C10</td>
<td>Conflict of Interest Policy</td>
<td>August 2018</td>
<td>August 2020</td>
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<tr>
<td>C11</td>
<td>Grievance Policy (Internal)</td>
<td>August 2018</td>
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<tr>
<td>F1</td>
<td>Financial Policy</td>
<td>Annual review*</td>
<td>March 2020</td>
</tr>
<tr>
<td>F2</td>
<td>Expenses Claim Form and Guidelines</td>
<td>Annual review*</td>
<td>March 2020</td>
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<tr>
<td>F3</td>
<td>Procurement Policy</td>
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<tr>
<td>F4</td>
<td>Reserves and Investment Policy</td>
<td>Annual review*</td>
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<td>F5</td>
<td>Scholarship Fund Policy</td>
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<tr>
<td>F6</td>
<td>Risk Policy and Risk Register</td>
<td>Annual review*</td>
<td>April 2019</td>
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<td>F7</td>
<td>Industry Funding Policy</td>
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<td>F8</td>
<td>Internal Contingency Plan Policy</td>
<td>Annual review*</td>
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<td>F9</td>
<td>Booking and Cancellation Policy</td>
<td>Annual review*</td>
<td>April 2019</td>
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<tr>
<td>G1</td>
<td>Advocate Policy</td>
<td>August 2018</td>
<td>August 2020</td>
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<tr>
<td>G2</td>
<td>Comments, Compliments and Complaints Policy</td>
<td>August 2018</td>
<td>August 2020</td>
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<tr>
<td>G3</td>
<td>Circulation Policy</td>
<td>August 2018</td>
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<tr>
<td>G4</td>
<td>Endorsement Policy</td>
<td>August 2018</td>
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<td>G5</td>
<td>Media Policy</td>
<td>August 2018</td>
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<tr>
<td>G6</td>
<td>Privacy Policy</td>
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<td>G7</td>
<td>Social Media\Comms Policy</td>
<td>November 2019</td>
<td>November 2021</td>
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<tr>
<td>S1</td>
<td>BTOG Special Interest Group (SIG) Terms of Reference</td>
<td>March 2020</td>
<td>March 2022</td>
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