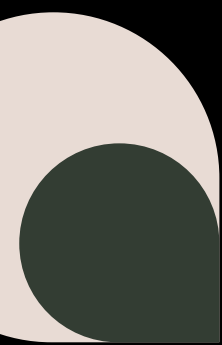




Legal Readiness 2025

Start 2025 on a solid legal foundation by tackling any outstanding tasks on your to-do list. Whether it's reviewing customer-facing documents, updating privacy policies, or renewing trade marks, our lawyers can help get your back-of-house in order — so your in-house team can hit the ground running.



Your Legal Readiness 2025 Checklist

It's easy for important but non-urgent tasks to be pushed aside. Use our checklist to stay on top of the essentials and start 2025 on solid ground.

Review Your Customer Facing Documents

If your business evolved or expanded in 2024, now is the time to ensure your back-of-house legals align with its current state. If you're attracting larger business customers, it may be time to introduce separate, more sophisticated terms tailored to their needs—distinct from those used for smaller or legacy clients.

Depending on your offering, be sure to consider whether any of the following documentation is due for an update:

- ☐ Terms & Conditions
- ☐ Terms of Service / Service Agreements / Master Service Agreement
- ☐ Privacy Policy
- ☐ Software as a Service (SaaS) Agreements &
- ☐ End User Licence Agreements (EULAs)

Review Supplier and Service Provider Agreements

As your business prepares for growth in 2025, it's crucial to ensure your Supplier Agreements, MSAs, and Subcontractor Agreements are not only compliant but future fit. Close out the year with a review and renegotiation of key terms to maximise value and mitigate risk.

Key areas to review and renegotiate, along with your commercial terms, include:

- ☐ **ESG Commitments:**
Ensure suppliers align with your sustainability goals and regulatory obligations.
- ☐ **Performance KPIs:**
Realign measurable performance expectations to hold service providers accountable.
- ☐ **Data Handling and Security Procedures:**
Update expectations with suppliers to ensure they are meeting the latest data protection standards.
- ☐ **Guarantees:**
If you have concerns about clients' or suppliers' financial stability, ensure financial guarantees are in place to secure priority positions ahead of other creditors, where appropriate and if necessary.

- ☐ **Jurisdiction and Alternative Dispute Resolution Clauses:**
Review and consider any jurisdictional clauses that may apply, particularly whether they are exclusive or non-exclusive, and the parties' obligations under any alternative dispute resolution clauses.
- ☐ **Internal Policies:**
In addition to the examples below, where your organisation has uplifted its internal policies and procedures over the course of the year, take this time to ensure your suppliers and subcontractors align with these new positions.

Internal Policies to Meet Evolving Regulatory Landscape

Cybersecurity threats, data and workplace risks, and social expectations continue to expand, and with new regulations and guidelines introduced over the past 12 months, it's crucial to ensure your internal policies remain robust, compliant, and fit for purpose.

Key areas to review include:

- ☐ **Privacy Policy:**
With updates to the Privacy Act and other data protection frameworks, make sure your policy covers any new or anticipated obligations, including any changes to how your business collects, uses, and stores personal information.
- ☐ **Sexual Harassment Policy:**
Considering the Respect@Work amendments and proactive obligations now required of Australian employers, is your policy up to date and effectively embedded into your workplace culture?
- ☐ **Right to Disconnect Policy:**
Now law in Australia, ensure you have policies, practices and workplace training in place to addresses employee boundaries, respect personal time, and align with productivity and agility goals.
- ☐ **Occupational Health and Safety Policy:**
With the introduction of new psychosocial hazard laws in 2024, does your policy take this new landscape into account and adequately protect your people?
- ☐ **ESG Policies:**
As the environmental, social, and governance space becomes more regulated, are your ESG commitments clear, actionable, and aligned with your broader business strategy?

Safeguard Your Brand

A strong brand is your one of your business' most valuable assets so if you updated your branding or expanded your service or product offering in 2024, its essential to ensure intellectual property (IP) protections are keeping pace.

Don't leave your brand vulnerable to risk by ensuring adequate protections are in place by reviewing:

- ☐ **Trade Mark Applications and Renewals:**
Ensure your trademarks are fully protected and up to date, covering new products, services or new geographic markets.
- ☐ **IP Licence Agreements:**
Ensure any licensing agreements protect your rights and reflect the latest commercial realities of your business.

Create the Conditions for Good Governance

For those juggling the dual role of Company Secretary, the lead-up to AGMs and reporting season can quickly become overwhelming.

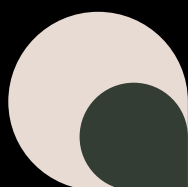
Stay ahead by planning your governance needs early and consider reaching out for support with:

- ☐ **Ad hoc Company Secretary Support:**
Lighten the load with assistance preparing for meetings, taking minutes, managing compliance, or ensuring timely filing of statutory documents.
- ☐ **Governance Review and Document Audit:**
Review your governance framework and key governance documents to reveal any gaps and ensure you're aligned with best practices heading into the new year. Check compliance and proper lodgement of documents including:
 - Share transfers
 - Resolutions
 - Key policies such as delegated authorities and risk appetite statements
 - Corporate Register
 - ASIC document lodgement
 - Board and Committee Charters
- ☐ **Board Training:**
Ensure your Board is equipped with the latest knowledge and skills to meet governance obligations with confidence.

Rental Property Reviews

Most retail and commercial leasing tasks align with the lease commencement date, but specific annual tasks can ensure smooth operations through the busy holiday trade season and into the next year. Annual rental property tasks include:

- ☐ Ensure rent adjustments for 2025 are reflected in payments, and verify if an increased security deposit is needed.
- ☐ Schedule repairs and maintenance for anticipated slow periods in the coming year.
- ☐ Review this year's outgoings and the projected outgoings for next year.
- ☐ Ensure that insurances are kept valid and up to date.
- ☐ If turnover rent is payable, preparing an annual turnover statement to provide to the landlord.



Take Action Now

Don't let outstanding legal tasks weigh you down—let's work together to set a strong foundation now, so you can start 2025 ahead of the curve.

We're here to help.



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