



Where Innovation Meets Solutions

Company Name: Andnetics

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Compliance Policy

Purpose

The purpose of this Compliance Policy is to establish a framework for compliance with all relevant laws, regulations, and internal standards. This policy aims to foster a culture of integrity, ethical behaviour, and accountability within Andnetics.

Scope

This policy applies to all employees, freelancers, contractors, and any third-party service providers who operate on behalf of Andnetics. It encompasses all business activities, including but not limited to financial practices, data protection, workplace safety, and interactions with clients and vendors.

Policy Guidelines

1. Commitment to Compliance

- Andnetics is committed to conducting business in compliance with all applicable local, national, and international laws and regulations.
- The company promotes a culture of ethical behaviour, integrity, and accountability in all its operations.

2. Regulatory Compliance

- Employees and contractors must familiarize themselves with the laws and regulations relevant to their roles, including:
 - Labor and employment laws
 - Data protection and privacy laws
 - Health and safety regulations
 - Anti-corruption and anti-bribery laws
 - Industry-specific regulations
- Compliance with these laws is mandatory, and ignorance of the law is not an acceptable .

3. Compliance Responsibilities

Employees and Contractors:

- Are responsible for adhering to this policy and reporting any suspected violations or unethical behaviour.

- Must participate in compliance training programs and stay informed about changes in relevant laws and regulations.

Management:

- Is responsible for creating a culture of compliance and ensuring that employees are aware of their compliance obligations.
- Must take appropriate action to address any compliance concerns or violations reported by employees.

4. Reporting Violations

- Employees and contractors are encouraged to report any suspected violations of laws, regulations, or this policy to their supervisors or the designated compliance officer.
- Reports can be made anonymously if preferred, and Andnetics will not tolerate retaliation against individuals who report compliance concerns in good faith.

5. Investigation of Violations

- All reported compliance violations will be investigated promptly and thoroughly. The investigation process will be conducted confidentially to the extent possible.
- If a violation is confirmed, appropriate corrective action will be taken, which may include disciplinary measures up to and including termination of employment or contract.

6. Training and Awareness

- Andnetics will provide regular training programs on compliance-related topics to ensure that all employees and contractors understand their obligations and the importance of compliance.
- Ongoing communication will be conducted to promote awareness of compliance issues and updates to relevant laws and regulations.

7. Compliance Monitoring and Auditing

- The company will conduct regular compliance audits to assess adherence to this policy and identify areas for improvement.
- Results of audits will be reviewed by management, and necessary actions will be taken to address any identified deficiencies.

8. Policy Review and Updates

- This Compliance Policy will be reviewed annually and updated as necessary to reflect changes in legal requirements, industry standards, or organizational practices.
- Employees will be notified of any significant changes to this policy.

9. Contact Information

- For questions or concerns regarding this Compliance Policy, individuals may contact the HR department or the designated compliance officer at hr@andnetics.in.

Acknowledgment

All employees and contractors are required to acknowledge their understanding of and compliance with this Compliance Policy by signing a copy of the policy.