# Legal Ethics and Integrity Policy

Entity Name: [Entity Name]

Effective Date: [Insert Date]

Approved By: Proprietor

## 1. Purpose

The purpose of this policy is to affirm [Entity Name]’s commitment to lawful, ethical, and professional conduct in all business operations. It sets standards to ensure compliance with applicable laws, regulations, and ethical obligations in the course of our work.

## 2. Scope

This policy applies to:
- The Proprietor
- All employees, agents, contractors, interns, and representatives of the entity
- Any third party acting on behalf of [Entity Name].

## 3. Core Commitments

### 3.1 Compliance with Laws and Regulations

Comply with all applicable laws, rules, and regulations, including taxation, labor, environmental, corporate, and industry-specific requirements. Comply with all applicable laws, rules, and regulations, including but not limited to:

· Indian Penal Code, 1860 (fraud, cheating, criminal breach of trust)

· Prevention of Corruption Act, 1988 (anti-bribery)

· Information Technology Act, 2000 (data protection and cyber offences)

· POSH Act, 2013 (prevention of sexual harassment at the workplace)

· Environment Protection Act, 1986 (environmental compliance)

· Applicable taxation, labor, corporate, and industry-specific laws

Remain updated on legal obligations relevant to our business activities.

### 3.2 Honesty and Integrity in Dealings

Provide accurate, truthful, and complete information in all communications with clients, government bodies, and other stakeholders.
Avoid any conduct that could mislead, deceive, or misrepresent facts.

### 3.3 Ethical Use of Information

Respect confidentiality and data privacy laws when handling personal, proprietary, or sensitive information.
Use information only for legitimate business purposes. Confidentiality obligations continue even after termination of employment or engagement.

### 3.4 Avoidance of Conflicts of Interest

Disclose any situation where personal interests may conflict with the entity’s interests.
Refrain from decisions or actions that compromise impartiality or objectivity.

### 3.5 Professional Conduct in Legal Matters

Respond promptly, honestly, and completely to legal and regulatory inquiries.
Cooperate fully with audits, inspections, and investigations.
Avoid attempts to improperly influence or obstruct legal proceedings.

### 3.6 Documentation and Record-Keeping

Maintain accurate, complete, and timely business records in accordance with applicable legal requirements.
Never falsify or backdate records.

**3.7 Anti-Corruption Commitment**

Uphold a zero-tolerance approach to bribery, kickbacks, facilitation payments, or any improper advantage.

Follow the separate Anti-Corruption and Anti-Bribery Policy of the entity

### 3.8 Ethical Representation

Represent the entity and its interests fairly and lawfully in all forums.
Avoid making unsupported claims or promises.

## 4. Reporting and Accountability

Suspected violations of legal or ethical standards must be reported to the Proprietor.
Reports will be handled confidentially, and no retaliatory action will be taken against individuals reporting in good faith.
Violations may lead to disciplinary action, including termination of employment or business relationships.

**5. Legal Compliance Standard**

This policy shall be interpreted in accordance with the laws of India, including but not limited to the Indian Penal Code, the Prevention of Corruption Act, 1988, the Information Technology Act, 2000, the POSH Act, 2013, and the Environment Protection Act, 1986. Where any provision of this policy conflicts with applicable law, the stricter standard shall prevail. Nothing in this policy permits conduct that is illegal under applicable law.

## 6. Acknowledgement

All individuals covered by this policy must confirm they have read, understood, and agreed to comply with the standards set forth herein.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: [Proprietor’s Name]

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_