



**SQFT Knowledge Services**

## COMPLIANCE POLICY

## Document Revision History

Version	Document No	Date	Brief summary of changes	Prepared By	Approved By
1.0	SQFT/CP/POL/007	1-Mar-2019	Initial version created	K.Gokhul	S.Nandhini
1.0	SQFT/CP/POL/007	1-Mar-2020	Reviewed and no changes done	K.Gokhul	S.Nandhini
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1.1	SQFT/CP/POL/007	03-Jan-2023	Reviewed and updated the policy for Privacy management systems	K.Gokhul	S.Nandhini
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### **1 PURPOSE**

The objective of this policy is to avoid any violations of legal, statutory, regulatory or contractual obligations, and of any internal requirements with regard to IT infrastructure and IT operations.

### **2 SCOPE**

The scope of compliance will be applicable for all parties, including employees, who access the IT infrastructure of SQFT KS, in particular.

### **3 POLICY**

This policy is to establish a proper and valid compliance process towards the legal, statutory, regulatory and contractual obligations pertaining to IT, infrastructure and operations within and outside the organization, by which the corporate business and legal interests are protected in accordance with the laws of the land.

- Every SQFT KS location shall identify and document the various legal, contractual and statutory compliances it is expected to maintain.
- Specific controls and individual responsibilities to meet all the compliances and requirements shall be implemented.
- SQFT KS shall consider the requirements involved in the use of material with intellectual property rights and on the use of proprietary software products.
- SQFT KS will consider and follow the data retention periods as per the relevant rules, regulations, guidance and directives of applicable existing Tax and company Laws in India.
- SQFT KS shall protect all organizational records from loss, destruction and falsification, in accordance with statutory, regulatory, contractual and business requirements.
- SQFT KS shall ensure data protection and privacy as required in relevant legislation, regulations and contractual clauses.
- SQFT KS shall protect all its information processing facilities from unauthorized access by way of documented access control policies and implementation
- SQFT KS shall establish documented policies and procedures for the protection of all its information assets and enforce the policies and procedures throughout the organization.
- SQFT KS will conduct periodical Technical vulnerability tests to ascertain the vulnerabilities associated with its networked resources and take appropriate measures to address the risks.
- Documented audit methodologies shall be established and periodical audits shall be planned and conducted. The audit findings shall be analyzed and mitigating controls shall be implemented.

**4 EXECUTIVE OWNER**

The Chief Operating Officer will be the executive owner of the policy.

The policy and revisions shall be approved by the Chairperson of the Information Security Steering Committee.

The respective Department / Group heads shall be responsible for implementing and executing the policy mentioned in this document as well as the procedures in the related documents.

The execution shall be monitored and reviewed by the Chief Operating Officer.

**5 ROLES AND RESPONSIBILITIES**

Abbreviations

P – Primary Responsibility

- - Cooperative Responsibility

**Responsibility**

The compliance policy and the related standards shall be applicable throughout the organization and all owners, employees, contractors and consultants must comply with the standards wherever applicable.

The content, applicability and legality aspects of policies and procedures shall be verified and confirmed by the legal department.

**6 DEFINITIONS**

COO	Chief Operating Officer
Users	Employees, third parties, clients etc.
ISPSC	Information Security and Privacy Steering Committee

**7 ASSOCIATED DOCUMENT**

- Compliance Procedure (SQFT/CP/PRO/007)

**8 DOCUMENT MAINTENANCE**

Chief Operating Officer shall be responsible for document control and any changes.

Updates shall be discussed in the ISPSC under the guidance of COO.

COO shall forward the document to Chairperson of the ISPSC for approval, after review.

**End of Document**