

RULES & REGULATION POLICY @I2024



****General Conduct****

1. Respect all colleagues, customers, and stakeholders.
2. Maintain professionalism in all communications and interactions.
3. Adhere to company policies at all times.
4. No form of harassment, discrimination, or bullying will be tolerated.
5. Treat company property with care and responsibility.
6. Ensure punctuality and meet deadlines for all tasks.
7. Abide by company dress code during professional meetings or events.
8. Avoid conflicts of interest, both internally and externally.
9. Report any unethical behavior immediately to the management.
10. Represent the company positively in all external engagements.

****Workplace Environment****

11. Maintain a clean and organized workspace.
12. Follow all health and safety guidelines provided by the company.

13. Respect privacy and confidentiality in the workplace.
14. No personal work should be carried out during company hours.
15. Maintain a work-life balance to ensure productivity and well-being.
16. Employees must clock in and out of the company's timekeeping system.
17. Use company resources responsibly (e.g., internet, software, etc.).
18. Company meetings must be attended punctually.
19. Keep all internal communication channels professional.
20. Collaboration among teams is encouraged for company growth.

****Data Security & Confidentiality****

21. Secure all customer and company data according to our privacy policy.
22. No unauthorized sharing of proprietary information.
23. Use strong passwords and follow security protocols for data access.
24. Lock computers when leaving the workstation.
25. Report any suspicious activity related to data breaches immediately.
26. Never share login credentials with anyone.
27. Ensure all customer interactions are private and confidential.

28. Backup all critical data as per company policy.
29. Follow the GDPR and other applicable data protection laws.
30. Only authorized personnel are permitted to access sensitive data.

****Customer Relations****

31. Treat all customers with respect and courtesy.
32. Respond to customer inquiries promptly (within 24 hours).
33. Ensure clear and transparent communication with customers.
34. No false claims or misleading information should be shared with customers.
35. Personalize AI solutions according to customer specifications.
36. Ensure customer satisfaction at every point of service.
37. Provide clear instructions and documentation with each AI product.
38. All customer complaints must be addressed immediately.
39. Ensure customer privacy and data protection.
40. Offer refunds or adjustments where applicable under company policy.

**Intellectual Property**

41. All work created by employees for Grow Mind AI is the property of the company.

42. Employees must respect all intellectual property rights of the company.

43. No employee or partner may claim ownership of company-created AI models.

44. Unauthorized use of company trademarks, logos, or proprietary code is forbidden.

45. Employees must avoid sharing intellectual property with third parties without approval.

46. All AI solutions must be designed according to company standards.

47. Any employee found leaking intellectual property will face disciplinary actions.

48. Intellectual property rights must be protected both internally and externally.

49. No copying or modification of proprietary AI systems without permission.

50. Always acknowledge third-party contributions or sources used.

****Legal Compliance****

51. Follow all applicable laws and regulations in the jurisdiction where the company operates.

52. Ensure all contracts and agreements are legally binding and compliant.

53. Intellectual property disputes must be handled in accordance with company policy.

54. Employees must abide by all labor laws and workplace regulations.

55. All financial records must comply with tax and legal regulations.

56. No employee or contractor shall engage in illegal activity on behalf of the company.

57. Any disputes with external parties must be resolved through the legal department.

58. Follow international AI ethics guidelines and standards.

59. Ensure the company's compliance with the AI ethical framework.

60. All AI services provided must adhere to the company's legal obligations.

****Cybersecurity****

61. Ensure all AI systems are secure and protected from cyber threats.

62. Follow encryption protocols for sensitive data transfers.

63. All external software and plugins must be approved before use.

64. Employees must immediately report any cybersecurity vulnerabilities.

65. Regularly update software and security patches.

66. Use company-approved firewalls and antivirus software.

- 67. Ensure no unapproved access to customer or internal data systems.
- 68. Perform regular security audits on all AI tools and systems.
- 69. Adhere to cybersecurity laws and regulations.
- 70. Follow secure coding practices when developing AI solutions.

****Product Development****

- 71. All AI products must meet the company's quality assurance standards.
- 72. Develop AI models that align with ethical AI practices.
- 73. Ensure transparency in AI algorithms and outputs.
- 74. All AI solutions must be thoroughly tested before release.
- 75. Prioritize customer feedback in product updates and improvements.
- 76. Ensure product documentation is clear and comprehensive.
- 77. Provide training to customers on how to use AI solutions effectively.
- 78. Work closely with other departments to enhance product features.
- 79. Meet development deadlines and report delays promptly.
- 80. Ensure all AI products are accessible and user-friendly.

****Employee Growth & Development****

81. Employees are encouraged to pursue continued learning and development.
82. Participate in company-provided training programs regularly.
83. Share knowledge and best practices with team members.
84. Performance reviews will be conducted annually for all employees.
85. Feedback from colleagues and customers is encouraged and valued.
86. Employees must set individual goals for professional development.
87. Promotions are based on merit and performance.
88. Respect for diversity and inclusion must be maintained at all times.
89. Encourage innovation and creativity in all aspects of the job.
90. Employees should actively contribute to company growth and vision.

****Company Property****

91. Employees are responsible for safeguarding company equipment.
92. No personal use of company-owned property without permission.
93. Company laptops, phones, and other devices must be returned upon request or resignation.

94. Ensure all company property is used in line with operational objectives.
95. Report any damage to company property immediately.
96. No tampering with or modifying company systems without approval.
97. Employees must follow the company's IT asset management policy.
98. Ensure all hardware and software are used as per company instructions.
99. Company property must not be removed from the premises without approval.
100. Unauthorized access to restricted areas or systems is strictly prohibited.