

RK International | Brand: inspXTM
Quality Inspection & Apparel Sourcing
Inspect. Verify. Deliver.

Effective Date: __25.9.26__

Version: 1.0

Applicable To: All employees, inspectors, consultants, trainees and associates working with inspX.

1. Purpose

This Workplace Policy establishes the professional standards, ethical principles and working practices expected from everyone associated with inspX.

The objective is to ensure that inspX operates with:

- Integrity and independence
 - Professionalism
 - Accuracy and transparency
 - Confidentiality
 - Respect for people
 - Client-focused service
 - Compliance with applicable laws and requirements
 - Consistent quality in inspection and reporting
-

2. Scope of Services

inspX provides services including:

- Third-party quality inspections
 - Final Random Inspection (FRI)
 - During Production Inspection (DPI)
 - Pre-Production Inspection (PPI)
 - Supplier evaluation
 - Quality assurance support
 - Factory/vendor assessment
 - Product quality verification
 - Sourcing and production support
 - Corrective Action / CAPA support
 - Apparel, home textile, home furnishing and related product inspections
-

3. Code of Conduct

Every inspX team member shall:

1. Act honestly and professionally.
2. Treat clients, suppliers, factory personnel and colleagues with respect.
3. Perform assigned work objectively and without bias.
4. Maintain confidentiality of client and supplier information.
5. Avoid situations that may compromise professional independence.
6. Report findings accurately, even when findings may be commercially unfavorable.
7. Never deliberately hide, alter or manipulate inspection findings.
8. Follow approved inspection procedures and client requirements.
9. Protect inspX's reputation and professional image.
10. Immediately report any ethical concern or conflict of interest.

4. Inspection Integrity & Independence

This is a **zero-compromise policy** for inspX.

Inspectors must never:

- Accept cash or personal payments from suppliers/factories.
- Accept gifts that could influence an inspection.
- Accept commissions or incentives for passing goods.
- Change inspection results at the request of a supplier or client without proper authorization.
- Falsify photographs, measurements, test results or inspection data.
- Report an inspection as completed when it has not been performed.
- Sign an inspection report prepared by someone else without verifying the findings.
- Conceal defects intentionally.

If an inspector is offered money, gifts or any improper benefit:

The inspector must politely refuse and immediately report the incident to management.

5. Conflict of Interest

Employees and inspectors must disclose any actual or potential conflict of interest.

Examples include:

- Personal relationship with a supplier or factory employee.
- Financial interest in an inspected factory.
- Previous employment with the supplier.
- Family member working for the supplier.
- Personal business relationship with the client or supplier.
- Any situation where impartiality could reasonably be questioned.

Management will decide whether the individual should be reassigned.

6. Gifts & Hospitality

Employees may accept only modest and customary hospitality where it does not influence professional judgment.

Prohibited:

- Cash
- Personal loans
- Expensive gifts
- Gift cards/coupons
- Personal commissions
- Favours in exchange for favourable inspection results
- Entertainment that could compromise independence

Any gift or hospitality that may create a conflict must be declared to management.

7. Confidentiality

All employees must protect confidential information relating to:

- Clients
- Suppliers
- Factory locations
- Purchase orders
- Product specifications
- Prices
- Designs
- Tech packs
- Samples
- Inspection reports
- Production information
- Photographs/videos
- Client comments
- Supplier performance
- Commercial agreements

Confidential information must not be:

- Shared with competitors
- Posted on social media
- Forwarded to personal contacts
- Used for personal business
- Stored on unauthorized devices or platforms

Confidentiality obligations continue even after leaving inspX.

8. Photography & Digital Information

Inspection photographs are official business records where applicable.

Inspectors must:

- Take clear and relevant photographs.
- Ensure photographs accurately represent the inspected goods.
- Maintain appropriate photo sequence and identification.
- Avoid unnecessary personal photographs at factory premises.
- Protect inspection photographs from unauthorized sharing.
- Upload/store photographs through the approved company process.

Client or supplier photographs must not be posted on personal LinkedIn, Instagram, Facebook or other social media without authorization.

9. Inspection Reports

Inspection reports must be:

- Accurate
- Complete
- Objective
- Traceable
- Professionally presented
- Submitted within the agreed turnaround time

Any correction after submission must be properly documented.

Under no circumstances should an employee alter an inspection report merely to obtain client or supplier approval.

10. Workplace Behaviour

inspX maintains a respectful and professional workplace.

The following are not acceptable:

- Harassment
- Bullying
- Discrimination
- Threatening behaviour
- Abusive language
- Intimidation
- Sexual harassment
- Unwanted physical contact
- Humiliation of colleagues
- Deliberate spreading of malicious rumours
- Retaliation against someone raising a genuine concern

Every person must be treated with dignity and respect regardless of their position.

11. Prevention of Sexual Harassment (POSH)

inspX is committed to maintaining a workplace free from sexual harassment.

Any employee who experiences or witnesses inappropriate behaviour should report the matter through the designated internal complaint mechanism.

The company will maintain confidentiality as far as reasonably possible and will not tolerate retaliation against a person making a genuine complaint.

Note: If inspX reaches the applicable threshold for an Internal Committee under Indian law, the required POSH Internal Committee and statutory process shall be established and maintained.

12. Attendance & Punctuality

Employees are expected to:

- Report to work on time.
- Attend scheduled inspections and meetings punctually.
- Inform the responsible manager as early as possible regarding delays or absence.
- Maintain accurate attendance and inspection assignment records.
- Obtain prior approval for planned leave.

For inspection assignments, punctuality is particularly important because delays may affect production schedules, shipment deadlines and client commitments.

13. Travel & Factory Visits

Inspectors travelling for assignments must:

- Follow approved travel arrangements.
- Maintain professional conduct at all times.
- Follow factory safety requirements.
- Carry required identification and inspection documents.
- Avoid unnecessary personal expenses.
- Submit travel/expense documentation within the prescribed period.

Employees must not undertake unsafe travel or enter restricted production areas without authorization.

14. Health & Safety

During factory visits, employees must follow:

- Factory safety instructions
- PPE requirements
- Fire and emergency procedures
- Restricted-area rules
- Machinery safety requirements
- Chemical and hazardous-area precautions

An employee has the right to stop or report an activity that presents a serious and immediate safety risk.

15. Expenses

Business expenses must be:

- Reasonable
- Necessary
- Directly related to company work
- Supported by appropriate bills/receipts where applicable

False or inflated expense claims may result in disciplinary action.

16. Use of Company Property

Company property may include:

- Laptop
- Mobile phone
- Camera
- Measuring equipment
- Inspection tools
- Documents
- Software
- Email accounts
- Company data
- Client information

Employees are responsible for reasonable care of company property.

Company equipment must not be used for unauthorized commercial or personal activities.

17. Social Media & Public Communication

Employees should not represent themselves as an official spokesperson of inspX unless authorized.

The following must not be publicly disclosed without approval:

- Client names where confidentiality applies
- Inspection results

- Supplier disputes
- Confidential factory information
- Commercial terms
- Internal company matters
- Client documents
- Unreleased business information

Employees may identify themselves as working with inspX on professional platforms, subject to company guidelines.

18. Communication Standards

All business communication should be:

- Professional
- Clear
- Respectful
- Factually accurate
- Appropriate to the recipient

Employees should avoid emotional, aggressive or disrespectful communication with clients, suppliers or colleagues.

WhatsApp may be used for operational communication where approved, but important decisions and official commitments should be documented through the appropriate business channel.

19. Use of AI & Technology

AI tools may be used to improve productivity only where permitted by company/client requirements.

Employees must **not upload confidential client information, technical designs, purchase orders, inspection reports, personal information or proprietary documents into public AI tools without authorization.**

AI-generated information must be verified before being used in:

- Inspection reports
- Technical decisions
- Client communication
- Compliance documents
- Quality assessments

Human professional judgment remains responsible for the final output.

20. Anti-Bribery & Anti-Corruption

inspX follows a zero-tolerance approach toward bribery and corruption.

Employees must not:

- Offer bribes
- Accept bribes
- Facilitate unofficial payments
- Manipulate inspection results for financial benefit
- Offer commissions for obtaining assignments
- Make secret payments to obtain business

Any suspected bribery or corruption must be reported to management immediately.

21. Whistleblowing / Reporting Concerns

Employees are encouraged to report genuine concerns regarding:

- Fraud
- Bribery
- Inspection manipulation
- Falsification of reports
- Harassment
- Safety violations
- Confidentiality breaches
- Conflict of interest
- Serious misconduct

A person raising a genuine concern in good faith should not face retaliation for doing so.

22. Disciplinary Action

Violation of this policy may result in appropriate disciplinary action depending on the seriousness of the matter.

Possible actions include:

1. Verbal counselling
2. Written warning
3. Corrective action
4. Suspension of assignment
5. Removal from client assignment
6. Termination of employment/engagement
7. Legal action where applicable

Serious misconduct such as **bribery, falsification of inspection reports, deliberate fraud, harassment or deliberate disclosure of confidential information** may result in immediate escalation and termination, subject to applicable law and due process.

23. Client & Supplier Relationships

inspX personnel must maintain a professional relationship with both clients and suppliers.

The objective is not simply to “find faults” but to provide **objective, evidence-based quality information** that helps the client make informed decisions and helps suppliers improve.

Employees should remain:

Firm on quality. Fair in judgement. Professional in communication.

24. Environmental & Social Responsibility

inspX encourages responsible business practices including:

- Reduction of unnecessary paper usage
- Responsible use of energy and resources
- Digital documentation where practical
- Respect for worker welfare
- Responsible sourcing
- Compliance with applicable environmental and social requirements

25. Professional Development

inspX encourages employees and inspectors to continuously improve their knowledge of:

- Apparel quality
- Textile testing
- AQL
- Inspection methodology
- Product specifications
- Factory processes
- Social compliance
- Sustainability requirements
- Client-specific standards
- Reporting systems
- Relevant industry standards

Training and competency records should be maintained where appropriate.

26. Declaration by Employee / Inspector

I confirm that I have read and understood the **inspX Workplace Policy** and agree to follow the professional, ethical and confidentiality requirements applicable to my role.

I understand that inspection integrity and confidentiality are fundamental principles of inspX.

Name: _____
Designation: _____
Signature: _____
Date: _____
For RK International India
Authorized Signatory: _____

