

# **Business Compliance Guidline Document**

This document is made for basic business use. The language is kept simple so every team member can easily understand it. Some small typo are present as this file is only for demo and testing purpose.

## **1. Purpose of This Document**

The main purpose of this document is to explain basic compliance rule which company should follow. This is not a legal paper and should not be used as final law reference.

## **2. Employee Responsibility**

All employee must follow company rule and regulation. If any issue is found, it should be reported to the manager soon. Late reporting may create problem for the organisation.

## **3. Data Handling**

Company data is important and should not be shared with outside people. Password should be kept safe and not written on paper. If data leak happens by mistake, inform IT team immediately.

## **4. Business Conduct**

Employee are expected to behave in professional way. Bad language, rude talk or unfair action is not allowed inside office. Small mistake can be forgiven but repeat action will lead to warning.

## **5. Final Note**

This document is only a sample business file. It is created to test AI document upload and analysis system. Please do not use this for real business decision.