GODAI TEC – Corporate Policy, Governance & Operating Manual

Corporate Policy, Governance & Operating Manual

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1. Introduction & Purpose

This document establishes the official corporate policies, governance framework, and operational principles of **Godai Tec**, a software development and technology services company operating in Pakistan.

The purpose of this manual is to:

- Define Godai Tec's operational boundaries

- Standardize service delivery practices

- Establish governance, risk, and compliance controls

- Provide clarity to clients, partners, and internal stakeholders

This document is binding on all Godai Tec personnel unless superseded by a written contractual agreement.

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2. Company Profile

Legal Name: Godai Tec
Nature of Business: Software Development & Technology Services
Primary Activities:

- Custom software development

- Artificial intelligence solutions

- Web and mobile applications

- Data and analytics systems

Godai Tec operates as a **service provider**, not a product vendor, unless explicitly stated otherwise.

3. Organizational Governance

3.1 Management Responsibility

Senior management is responsible for:

- Strategic direction

- Compliance oversight

- Client relationship governance

- Risk management

3.2 Internal Controls

Godai Tec maintains internal controls to ensure:

- Ethical conduct

- Data confidentiality

- Quality assurance

- Regulatory compliance

4. Scope of Services

4.1 Software Development

Godai Tec delivers software services including but not limited to:

- Web-based applications

- Mobile applications

- Enterprise systems

- Cloud-enabled platforms

4.2 Artificial Intelligence & Data Systems

- Machine learning models

- Computer vision systems

- Conversational AI solutions

- Analytics and reporting dashboards

AI systems developed by Godai Tec are **decision-support tools**, not autonomous decision-makers unless contractually defined.

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5. Client Engagement Framework

5.1 Pre-Engagement

- Requirements gathering

- Feasibility assessment

- Cost and timeline estimation

5.2 Contractual Engagement

- Written proposal or agreement mandatory

- Defined scope, deliverables, milestones

- Acceptance criteria documented

5.3 Change Management

Any change in scope requires:

- Written approval

- Revised timeline and cost agreement

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6. Intellectual Property Rights

- IP ownership transfers upon full payment unless otherwise agreed

- Godai Tec retains background IP and reusable components

- Portfolio use permitted unless restricted by NDA

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7. Data Protection & Confidentiality

Godai Tec follows industry-standard data protection practices:

- Restricted access controls

- Secure storage

- Confidential handling of client information

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8. Responsible Technology & AI Use

Godai Tec commits to:

- Transparency in AI outputs

- Avoidance of misleading automation

- Disclosure of AI usage where applicable

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9. Quality Assurance & Risk Management

- Code review standards

- Testing protocols

- Risk identification and mitigation

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10. Limitation of Liability

Godai Tec shall not be liable for:

- Indirect or consequential losses

- Third-party service failures

- Client misuse of delivered systems