

Axis Saral Learning Management Portal

Axis Saral Learning Management Portal is a project on web-based portal dedicated to its employees to retrieve work related information related to all the units within the organisation.

Following are the Policy which company follows.

Cyber Security Policy:

Purpose:

The purpose of this policy is to establish guidelines and measures to safeguard the organization's information systems, data, and networks from cyber threats and ensure the confidentiality, integrity, and availability of information.

Policy Statement:

1. All employees must adhere to the organization's security policies and procedures to protect against unauthorized access, data breaches, and other cyber threats.
2. Employees are responsible for maintaining the confidentiality of their login credentials and not sharing them with unauthorized individuals.
3. All company-owned devices, including laptops, mobile devices, and storage media, must be protected with strong passwords and encrypted where appropriate.
4. Regular security awareness training will be provided to employees to enhance their understanding of cyber threats and best practices.
5. Any suspected security incidents or breaches must be reported to the IT department immediately.

Business Continuity Plan (BCP):

Purpose:

The purpose of this policy is to ensure the organization can continue its critical operations during and after a disruptive event, minimizing the impact on business operations, and facilitating a timely recovery.

Policy Statement:

1. A comprehensive business continuity plan will be developed, documented, and regularly reviewed by designated personnel.
2. The plan will include procedures for backup and restoration of critical data, alternative communication methods, and relocation strategies if necessary.
3. Key personnel will be assigned specific roles and responsibilities during a business continuity event, and their contact information will be maintained in a centralized repository.
4. Regular testing and exercises will be conducted to evaluate the effectiveness of the business continuity plan and identify areas for improvement.
5. All employees must familiarize themselves with the business continuity plan and follow the instructions provided in the event of a disruption.

Dress Code Policy:

Purpose:

The purpose of this policy is to establish guidelines for appropriate attire and grooming standards in the workplace, ensuring a professional and respectful environment.

Policy Statement:

1. All employees are expected to dress in a manner appropriate for their job function and the work environment, maintaining a professional appearance.
2. The dress code may vary based on specific work requirements and occasions. Employees will be provided with clear guidelines on acceptable attire for different situations.
3. Personal hygiene is essential, and employees must maintain cleanliness and grooming standards that are in line with professional norms.
4. Exceptions to the dress code may be made for certain events or occasions, with prior approval from the appropriate manager or department head.
5. Any concerns or questions regarding the dress code should be addressed to the HR department for clarification.

Corporate Governance Policy:

Purpose:

The purpose of this policy is to ensure effective corporate governance practices that promote transparency, accountability, and ethical conduct throughout the organization.

Policy Statement:

1. The organization will maintain a board of directors responsible for overseeing strategic decision-making, risk management, and the company's overall performance.
2. Board members will act in the best interests of the organization and exercise their duties with due care, loyalty, and independence.
3. The organization will comply with all applicable laws, regulations, and corporate governance codes relevant to its industry and jurisdiction.
4. Transparent financial reporting and disclosure practices will be followed to provide stakeholders with accurate and timely information about the company's financial position, performance, and prospects.
5. The organization will establish mechanisms to identify and manage conflicts of interest among board members, employees, and key stakeholders.

Gifting Policy:

Purpose:

The purpose of this policy is to ensure that the exchange of gifts and hospitality among employees, clients, vendors, and other business associates is conducted in an ethical and compliant manner.

Policy Statement:

1. Employees must exercise caution and good judgment when giving or receiving gifts, ensuring that they do not create conflicts of interest or compromise the integrity of business relationships.

2. Monetary or cash gifts are generally prohibited, as they can be perceived as bribes or improper influence.
3. Gifts exchanged should be of nominal value, appropriate for the business context, and consistent with local laws and regulations.
4. Employees in positions of authority or involved in procurement decisions must be particularly cautious to avoid any appearance of impropriety or favoritism.
5. Any gifts received by employees in the course of business must be reported and recorded in accordance with established procedures.
6. The organization may periodically review and update the gifting policy to align with changing regulations and business practices.