

DIPTAB VENTURES PRIVATE LIMITED

Library, Research Policy etc.

Note: The policy will be applied at the discretion of management. The management reserves that right to modify/change this policy as deems fit. Any change in the guidelines narrated below would be communicated to all employees.

Library, Research Policy etc.

1. Introduction -

The policy describes the importance of internal research documents of the Company like, internal articles developed by the Company, research materials, business model documents, market study, training videos, internal policies, process flow, other key information of the Company etc. It also describes how an employee can use the internal research materials for the organizational purposes to achieve the organizational goals.

2. Framework – The following points shall be considered when an employee of the Company access to the research materials of the Company:

- i) Shall not be copied the content or transmitted to outsiders;
- ii) Get permission from the reporting manager before accessing the any content
- iii) In case of special request of the client, to share the research material of the Company, it can be shared after getting confirmation from the reporting manager
- iv) The ownership of the research materials belongs to the Company
- v) Confidentiality shall be maintained across the employment of the Company
- vi) Research material will be treated only as the reference material of the Company and shall not be treated as statutory provisions or bye laws
- vii) All kinds of research materials of the Company shall be kept at the location of the Company on G-suite and various other cloud services used by the Company.

- viii) External users and visitors can access the research materials of the Company only by way of specific written consent from the management
- ix) Library custodian which will be nominated by the Company shall be responsible for ensuring the data confidentiality, providing the access, storing the research material in a cloud storage, etc.

Note: In case of any of the other clarifications – concerned employee can speak with HR/reporting management to resolve the same.

Approved by

CEO