

Dataco Global Trade Compliance and Regulatory Adherence Policy

Purpose

This policy establishes the framework, rules, and metrics that ensure Dataco Global's compliance with international trade laws, customs regulations, export controls, and related global standards. It aims to protect the company's interests, reputation, and operational continuity while supporting responsible, lawful commerce.

Scope

This policy applies to all Dataco Global employees, contractors, partners, and third parties acting on behalf of the company, across all business units and jurisdictions.

Key Principles and Rules

1. Legal and Regulatory Compliance

- Dataco Global strictly prohibits engagement in any trade activity that violates applicable international, national, or local trade laws.
- All business transactions must be screened against sanctioned party lists with a 100% compliance rate before execution.
- Each employee must complete annual trade compliance training, with a minimum pass rate of 90% on assessments.

2. Export and Import Controls

- All goods and technologies classified as export-controlled must be reviewed and approved by the compliance officer before shipment.
- Mandatory documentation for all exports and imports must be completed and retained for a minimum of 7 years.
- 100% of international shipments must be subject to pre-shipment compliance checks.

3. Trade Documentation and Recordkeeping

- Trade-related records (invoices, shipping documents, licenses) must be retained for at least 7 years from the transaction date.
- Quarterly internal audits will be conducted to verify at least 95% documentation accuracy.

4. Due Diligence and Know Your Customer (KYC)

- Mandatory KYC checks are required for all new customers and suppliers, with documentation completed within 10 business days.
- No business engagement with any entity found on restricted or denied party lists (zero tolerance).

5. Reporting and Escalation

- All suspected violations must be reported to the compliance officer within 24 hours.
- Confirmed breaches of trade compliance will be acted upon within 48 hours, including notification to authorities when legally required.

6. Monitoring and Auditing

- Biannual third-party audits of compliance procedures must be conducted, with findings remediated within 60 days.
- The compliance department will maintain a minimum audit completion rate of 100% for scheduled reviews.

7. Enforcement and Disciplinary Action

- Employees found in violation of this policy may be subject to disciplinary action, up to and including termination.
- Non-compliance incidents will be logged and analyzed to prevent recurrence, with a target of reducing repeated incidents by 50% year-over-year.

Quantifiable Policy Metrics

Rule/Area	Compliance Metric
Sanctioned party screening	100% transactions screened
Training pass rate	90% minimum
Record retention	7 years
Documentation accuracy (audits)	95%
KYC completion	100% within 10 business days
Reporting breaches timeframe	24 hours
Audit completion rate	100%
Reduction in repeat incidents	50% YoY

Policy Review

This policy will be reviewed annually, or as required by changes in applicable regulations, to ensure ongoing effectiveness and compliance with the latest legal developments.

Note: This policy has been generated specially for hackathon; it has no relation with Syngenta or any other company.