Organizational Narrative

Interviewbit Software Services LLP

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Contents

Table 1: Control satisfaction

Standard	Controls Satisfied
TSC	CC1.2, CC1.3, CC1.4, CC1.5, CC3.1, CC3.2, CC3.3

Table 2: Document history

Date	Comment
Jun 1 2018	Initial document

1 Organizational Narrative

The following provides a description of the corporate a management structure of Interviewbit Software Services LLP.

The intent of this description is to establish both the legal jurisdiction and corporate cultural norms that serve as the foundation for Interviewbit Software Services LLP's compliance program.

2 Entity Type

Interviewbit Software Services LLP is a Delaware C-Corporation headquartered in San Francisco, California. Interviewbit Software Services LLP was established in 1970.

3 Integrity and Ethics

The Directors and Executives of Interviewbit Software Services LLP aspire to and demonstrate standards of ethics and integrity consistent with professional norms in American corporate environments.

Chief among these standards is a commitment to honesty in interactions with and among managers, directors, employees, contractors, customers, and other stakeholders.

4 Board Independence

The Board of Directors appoints and oversees the Chief Executive Officer (CEO).

5 Organizational Structure

Interviewbit Software Services LLP is composed of 7 primary divisions:

- Sales
- Marketing
- Manufacturing
- Research & Development
- Information Technology
- Human Resources
- Finance

Each division is led by a Vice President, who in turn reports to the CEO. A complete Organization Chart is maintained and distributed by Human Resources.

6   Management Objectives

Work is distributed to each division via Objectives set by the respective division Vice President, in collaboration with the Chief Executive Officer.

7   Risk to Objectives

Interviewbit Software Services LLP seeks to manage risk to Objectives through professional management strategies and tactics, including:

- Rigorous hiring practices
- Employee performance reviews
- Aligning compensation with objectives
- Regular communication of objectives by executive management

8   Fraud Risk to Objectives

Interviewbit Software Services LLP acknowledges the possibility that fraud may imperil corporate objectives. Interviewbit Software Services LLP undertakes various activities to manage fraud risk, including:

- Conducting regular financial audits
- Adhering to financial control principles
- Investigating suspicious transactions
- Performing criminal background checks on all employees
- Maximizing the use of information technology in fraud detection