

## **Legal & Risk Management FAQ Document**

### **Legal & Risk Management FAQs**

#### **What is the role of the Legal & Risk Management department?**

The department ensures compliance with legal regulations, manages risks, and protects company interests.

#### **What is a contract review process?**

It involves analyzing agreements to ensure compliance with legal standards and company policies.

#### **How do I report a legal issue within the company?**

Contact the Legal & Risk Management team via the official reporting channel.

#### **What is intellectual property, and why is it important?**

Intellectual property (IP) includes patents, trademarks, copyrights, and trade secrets, protecting company innovations.

#### **What are the key components of a non-disclosure agreement (NDA)?**

An NDA includes confidentiality obligations, duration, exclusions, and legal remedies for breaches.

#### **What should I do if I receive a legal notice?**

Inform the Legal department immediately and provide all relevant documents.

#### **How does the company handle data privacy laws?**

The company complies with GDPR, CCPA, and other relevant laws to protect user data.

#### **What is the company's approach to risk management?**

Identifying, assessing, mitigating, and monitoring risks through structured policies and controls.

#### **How do we ensure compliance with anti-bribery laws?**

Employees must follow the company's anti-bribery policy and report any suspicious activity.

#### **What are the consequences of violating company policies?**

Violations may lead to disciplinary actions, including termination and legal consequences.

#### **How does the company manage legal disputes?**

Through negotiation, mediation, arbitration, or litigation, depending on the case.

**What is a force majeure clause?**

A contract provision that frees parties from liability due to unforeseen events beyond their control.

**How are workplace harassment complaints handled?**

Complaints are confidentially investigated and addressed following company policies.

**What is whistleblower protection?**

Employees reporting misconduct in good faith are protected from retaliation.

**What are common compliance risks?**

Fraud, conflicts of interest, regulatory breaches, and failure to follow internal policies.

**How should I handle confidential company information?**

Follow the company's confidentiality policy and do not share sensitive data without authorization.

**What is corporate governance?**

Corporate governance involves the rules, practices, and processes used to direct and manage a company.

**What are the key responsibilities of a compliance officer?**

Ensuring adherence to legal and regulatory requirements, company policies, and ethical standards.

**What is an indemnity clause?**

A contractual provision where one party agrees to compensate another for specific losses or damages.

**How does the company prevent insider trading?**

Through policies restricting employees from trading based on non-public, material information.

**What is due diligence in legal contracts?**

The process of investigating and verifying facts before entering into an agreement.

**What are the legal implications of a data breach?**

Potential lawsuits, fines, regulatory penalties, and reputational damage.

**What is a compliance audit?**

A systematic review to ensure adherence to legal and regulatory requirements.

**How are third-party vendor risks managed?**

Through vendor due diligence, risk assessments, and contractual safeguards.

**What is the statute of limitations for legal claims?**

The period within which a lawsuit must be filed, varying by jurisdiction and case type.

### How does the company handle workplace safety violations?

Through internal investigations, corrective actions, and regulatory reporting if necessary.

**1. What are the key steps in handling a contract dispute?**

- The company follows negotiation, mediation, and, if necessary, arbitration or litigation to resolve disputes.

**2. How does the company protect intellectual property (IP)?**

- By securing patents, trademarks, copyrights, and ensuring confidentiality through NDAs.

**3. What should I do if I suspect fraudulent activity in the company?**

- Report it immediately to the Legal & Risk Management team via the whistleblower hotline.

**4. What legal considerations should I keep in mind when signing contracts?**

- Ensure that all terms comply with company policies and seek legal review before signing.

**5. How does the company ensure compliance with labor laws?**

- By following national and regional labor regulations and conducting regular compliance audits.

**6. What is a liability waiver, and when is it used?**

- It's a legal agreement that limits company liability for certain risks, often used in service contracts.

**7. Can employees be held personally liable for policy violations?**

- Yes, serious violations (e.g., fraud, insider trading) may lead to legal consequences.

**8. How does the company handle third-party vendor risks?**

- Through vendor risk assessments, compliance checks, and contractual safeguards.

**9. What legal obligations exist for handling customer data?**

- Compliance with GDPR, CCPA, and other applicable data protection laws.

**10. What are the penalties for non-compliance with industry regulations?**

- They range from fines and legal action to loss of business licenses.