

Sarbanes-Oxley (SOX) Financial Controls Policy

This policy establishes internal controls for financial reporting accuracy and integrity in compliance with SOX requirements. All financial transactions must adhere to these controls.

Rule 1: Dual Authorization Requirement

Requirement: All financial transactions exceeding \$25,000 must have dual authorization. Records must contain both 'approver_1' and 'approver_2' fields with valid employee IDs. Transactions without dual approval must be flagged. **Severity: Critical**

Rule 2: Segregation of Duties

Requirement: The transaction initiator and approver must be different individuals. Records where 'created_by' equals 'approved_by' violate segregation of duties and must be flagged for review. **Severity: High**

Rule 3: Audit Trail Completeness

Requirement: All financial records must have complete audit trails including 'created_at', 'created_by', 'modified_at', and 'modified_by' fields. Records with missing audit fields must be flagged. **Severity: High**