

## **Outline India Research Private Limited** **Conflict of Interest Policy**

**Applies To:** All employees, consultants, vendors, board members, and project collaborators.

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### **1. Purpose**

This policy is established to ensure transparency, integrity, and impartiality in the operations and decision-making of Outline India. It aims to identify, avoid, and manage any actual or perceived conflicts between personal interests and professional responsibilities.

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### **2. Definition of Conflict of Interest**

A **conflict of interest** arises when an individual's personal, financial, or other external interests may compromise or appear to compromise their ability to act in the best interest of Outline India.

Examples include:

- Having a financial interest in a vendor/supplier selected by Outline India.
  - Personal relationships affecting hiring or procurement decisions.
  - Using confidential company or client information for personal gain.
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### **3. Disclosure Obligations**

All employees, consultants, and partners must:

- Disclose any real or potential conflicts of interest to their reporting manager or the HR/Compliance Officer.
  - Recuse themselves from decision-making where such conflict exists.
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### **4. Review & Resolution**

The Compliance Officer or senior management will review disclosures and determine appropriate steps such as reassignment of duties, third-party review, or termination of conflicting arrangements.

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## 5. Annual Acknowledgment

Employees and senior staff are required to acknowledge this policy annually and affirm any known conflicts.

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## 6. Enforcement

Violations of this policy may result in disciplinary action, including termination of employment or contracts, depending on the severity of the breach.

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## Contact

For questions or disclosures related to this policy, contact:

 [operations@outlineindia.com](mailto:operations@outlineindia.com)

## Approved By:

Management – Outline India Research Private Limited



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