

Policy: Anti-Corruption and Anti Bribery Policy

1. Purpose

House of Diagnostics is committed to working with integrity, honesty, and transparency. This policy aims to:

- Prevent any form of bribery or corruption.
- Ensure compliance with all relevant anti-corruption laws.
- Guide all employees, doctors and partners in identifying, avoiding, and reporting corrupt practices.

2. Scope

This policy applies across the organization — including employees, contractors, vendors, interns, associates, customers, and all third parties doing business with the company.

3. Responsibility

The following departments are responsible for enforcing this policy:

- Management
- Finance & Accounts
- Human Resources

4. Policy Statement

House of Diagnostics has zero tolerance for bribery and corruption. No employee, doctor or third party may offer, accept, or ask for bribes or facilitation payments. All dealings with government officials, vendors, and partners must be legal, honest, and transparent.

5. Applicable Laws

This policy complies with the following laws:

- Prevention of Corruption Act, 1988
- Indian Penal Code, 1860
- Companies Act, 2013
- Prevention of Money Laundering Act, 2002
- Other relevant rules or government directives

Prepared By:

Reviewed By:

Approved By:

Quality Manager

COO

CEO
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6. Prohibition of Bribery and Corruption

The company forbids all forms of bribery and corruption.

Employees and third parties must not:

- Offer, give, or accept bribes, gifts, or favours in exchange for business advantage.
- Try to influence decisions improperly.
- Use agents or middlemen to make illegal payments.

Report any such incidents immediately to the CEO/COO at: ceo@hod.care / coo@hod.care

Violations may lead to disciplinary action or legal consequences.

7. Government Interaction

7.1 Only authorized persons may deal with government officials. Always act honestly and cooperate fully.

7.2 No donations or sponsorships can be given to government agencies without written approval.

7.3 Contact with public officials on behalf of the company must be pre-approved by the Compliance Officer. If immediate approval isn't possible, report the contact as soon as possible.

8. Discounts, Rebates & Trade Arrangements

8.1 All incentives or discounts must be documented and based on legitimate business terms.

8.2 Agreements, if any, must be in writing.

8.3 Such offers must serve a clear business purpose and comply with applicable laws.

9. Gifts, Entertainment & Hospitality

9.1 Any gifts received must be reported. Cash or cash-equivalents are not allowed.

9.2 Never offer gifts to secure business. This is strictly prohibited.

9.3 Gifts should not be used to gain favourable treatment or special business advantages.

9.4 No gifts to public officials without prior written approval.

9.5 If a gift violates this policy or law, report it to the Management.

10. Political & Charitable Contributions

Company funds cannot be used for political/charitable donations unless approved by the Board.

11. Financial Record Keeping & Reporting

11.1 Employees must keep accurate and honest records.

11.2 Ensure all expenses (e.g., hospitality, donations) are justified and documented.

11.3 Maintain clear financial records, invoices, and customer documents.

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12. Reporting Concerns

12.1 All employees and third parties must report any unethical or illegal behavior, including bribery or corruption, to the CEO/COO or under the company's whistle-blower policy.

12.2 Retaliation against anyone reporting a concern or cooperating in an investigation is not tolerated.

12.3 Violations of this policy or retaliation will result in disciplinary action, including possible termination.

13. Violation of This Policy

Any breach of this policy is taken seriously. Violations may lead to disciplinary action, including termination, and potential legal action.

14. Review

This policy may be updated as needed. The company will monitor its effectiveness and make changes in response to:

- Business growth or expansion
- Regulatory changes
- Increased risk or exposure

AMENDMENT

Sr. No.	Rev No.	Amendment Date	Amendment made	Reason	Signature of Q. Mgr.

Prepared By:

Reviewed By:

Approved By:

Quality Manager

COO

CEO
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