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Approved By: PROPRIETOR Dot. Next



Employee, Worker & External Engagement – Communication & Disclosure Policy

1. Purpose

The purpose of this policy is to establish clear standards for **internal and external communication, engagement, and disclosure** at Dot Next Technologies. It ensures that all communications are **accurate, transparent, consistent, and compliant** with applicable **legal, regulatory, and contractual requirements**. This policy also supports **trust, integrity, and professionalism** in client, vendor, and stakeholder engagements in India and globally.

2. Scope

This policy applies to:

- All **employees, contractual workers, and consultants** of Dot Next.
- All **external collaborators**, including vendors, suppliers, and partners.
- All forms of communication: verbal, written, electronic, or digital (including social media).
- All official communications with **clients, vendors, partners, regulators, and the public**.

3. Definitions

- **Communication:** Exchange of information internally or externally related to Dot Next operations.
- **Disclosure:** Sharing of financial, legal, operational, or business information with internal or external stakeholders.
- **Confidential Information:** Proprietary, financial, client, employee, or vendor-related information requiring protection.

4. Policy Principles

1. **Transparency** – Information must be accurate, clear, and timely.

2. **Confidentiality** – Sensitive company, client, or employee data must not be disclosed without authorization.
3. **Compliance** – All communications must comply with **Indian laws, international regulations, and contractual obligations**.
4. **Responsibility** – Only **authorized personnel** may make disclosures or external statements.
5. **Consistency** – All communications must reflect Dot Next’s professional, ethical, and brand standards.

5. Communication Guidelines

5.1 Internal Communication

- Policies, operational updates, and strategic information must be communicated to employees in a **timely and professional** manner.
- Employees must use official channels (emails, intranet, meetings) responsibly.
- Feedback and concerns must be raised constructively and, where required, through confidential reporting.

5.2 External Communication

- Only the **Proprietor, Engagement Partner, or designated spokesperson** may issue official external communications.
- Marketing, technical, and financial data must be verified before release.
- Confidential or sensitive data may only be shared under **NDA or contractual authorization**.
- Employees must not represent Dot Next on **social media** or public forums without approval.

6. Disclosure Procedures

- **Financial, legal, or regulatory disclosures** must comply with Indian laws (IT Act 2000, GST, labour laws) and international regulations.
- All disclosures to clients, authorities, or the public require **management or compliance approval**.
- Unauthorized disclosure may lead to **disciplinary action, contract termination, or legal liability**.

7. Roles & Responsibilities

Role	Responsibility
Proprietor	Overall accountability, approves major disclosures, ensures compliance with laws.

Role	Responsibility
Engagement Partner	Oversees day-to-day communication management, ensures accuracy of client/vendor-related information.
Employees / Contractual Workers	Follow communication protocols, protect confidentiality, report concerns.
External Collaborators (Vendors, Consultants, Partners)	Comply with Dot Next's communication and disclosure requirements.

8. Grievance & Reporting Mechanism

Employees, vendors, and stakeholders may confidentially report concerns, misinformation, or unauthorized disclosures through:

- **Email:** contact@dot-next.in

All reports will be reviewed promptly and corrective actions will be taken.

9. Monitoring & Reporting

- Regular **internal audits and compliance checks** will be conducted.
- Employees are encouraged to report **non-compliance or misinformation** without fear of retaliation.
- Practices will be periodically updated to align with **Indian regulatory changes and global best practices**.

10. Record Keeping

- All external communications, disclosures, approvals, and correspondence must be **retained for 5 years**.
- Records must remain accessible for **audits, vendor verifications, or regulatory inspections**.

11. Review & Update

- This policy will be reviewed **annually** or earlier if required due to regulatory, contractual, or operational changes.
- Updates will be documented, approved, and communicated to all relevant stakeholders.

12.Document Control

Version	Date	Prepared By	Reviewed By	Approved By	Changes / Remarks
1.0	01.04.2023	Sujit Swain	Ajit vijay hogade	Ajit vijay hogade	Initial Release
2.0	01.04.2024	Sujit Swain	Ajit vijay hogade	Ajit vijay hogade	Annual Review – Minor Edits
3.0	01.04.2025	Sujit Swain	Ajit vijay hogade	Ajit vijay hogade	Added Grievance & Reporting Mechanism

Signed: *Ajit Hogade*
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