

Scope and Applicability of Compliance Standards

1. Purpose

The purpose of this document is to define the boundaries and applicability of the compliance standards adopted by the organization. These standards serve as a benchmark for operational consistency, legal adherence, and ethical conduct within all relevant business functions.

2. Scope

This compliance standard applies to all business units, departments, and subsidiaries of the organization involved in the processing, handling, storage, and transmission of sensitive or regulated data. The scope covers all personnel, including full-time, part-time, temporary employees, contractors, and third-party service providers operating under the organization's purview.

3. Applicability

- All information systems and platforms used for company operations
- Physical and digital records containing confidential or regulated information
- Procedures relating to data protection, privacy, and information security
- Compliance with applicable laws, regulations, and contractual obligations
- Internal and external communication regarding compliance matters

4. Exclusions

These standards do not apply to personal activities of employees unrelated to organizational operations or information assets that are explicitly excluded by legal, contractual, or operational determination.

Important Notes

- This document should be reviewed and updated periodically or when significant changes occur.
- Interpretation of scope and applicability may require legal or compliance consultation.
- Non-compliance can result in disciplinary action or legal penalties.
- Stakeholders must be aware of their responsibilities as defined in this document.