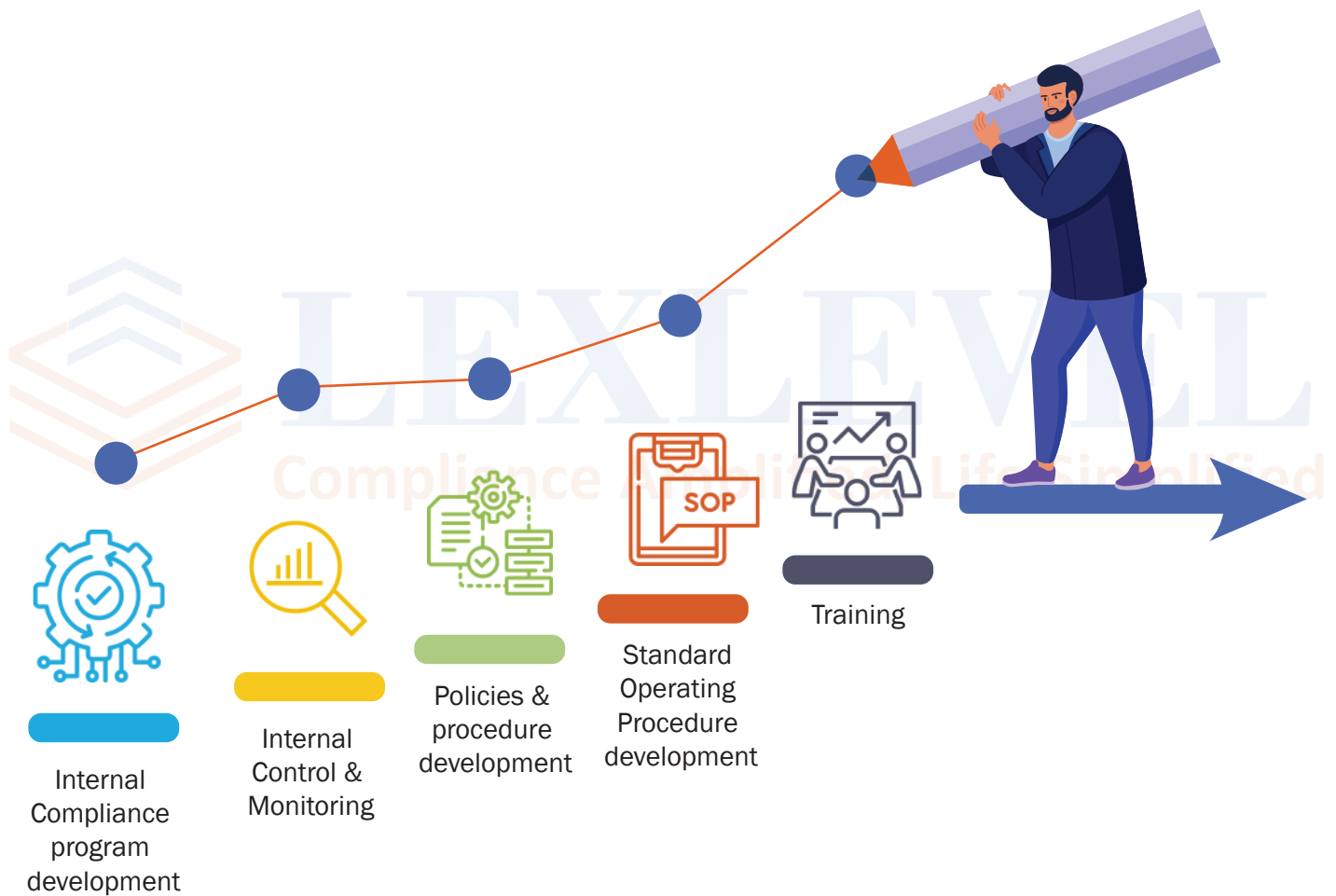




CORPORATE **Compliance**

Shift your compliance efforts from

BURDEN TO OPPORTUNITY



We believe confidence in tomorrow begins with smart risk and compliance decisions today. To help reduce the risk of non-compliance and to assist with greater adherence to the principles laid down by AML/CFT programs, FCPA, UK Bribery Act and to meet the domestic & International standard, we offer the most comprehensive tools and support to help organizations better understand their risk and compliance health and to manage their compliance program more simply and efficiently.

HOW CAN YOU TURN COMPLIANCE INTO YOUR

POWER TOOL?



Elements of Compliance

Compliance organization

Procedure & SOP

Policies

Monitoring & Improvements

Third Party due diligence

Breach Management & control

Communication

Implementation Steps

Establishing Global, regional, Compliance officers & risk stewards

Regular Audit of Manuals, Procedures and SOPs

Regular audit of Internal, HR, Third party and supplier policies.

Documentations, Escalation processes

Background checks & assigning risk categories to third parties

Incident response plan

Town Halls, Trainings, emailers, notices, etc.

CHOOSE FROM THE BELOW LIST OF **POLICIES & PROCEDURES TO INCORPORATE ACCOUNTABILITY AND RESPONSIBILITY WITHIN AND OUTSIDE YOUR ORGANIZATION.**



A. INTERNAL POLICIES

BASIC	BASIC PLUS	ADVANCE
Employee handbook - Code of conduct policy	Anti-Corruption Policy	Background Verification Policy
Prevention of Sexual Harassment (POSH) Policy	Anti-Harassment Policy	Corporate Social Responsibility Policy
Ombuds and Grievance Redressal Policy	Anti-Bribery and Anti Money Laundering Policy and Procedure	Health Safety and Security Policy
Gift Entertainment and hospitality Policy	Social Media and Engagement Policy	Whistleblowing and No Retaliation Policy
Conflict of Interest Policy	Data Governance and Data Confidentiality Policy	Working with Third Parties Policy



B. HR RELATED POLICIES

- Leave, Time and attendance management, Working Hours & Remote working Policy
- Travel and Tour Policy (Domestic & International)
- Expense and Reimbursement Policy
- Maternity & Paternity Leave Policy
- Equality, Inclusion and Diversity Policy
- Dress Code Policy
- Termination & Disciplinary Action Policy
- Drug and Alcohol at Workplace Policy
- Remuneration and Appraisal Policy
- Termination and Performance Management Policy
- Office devices and Asset Management Policy
- Employee Background Verification Policy



C. THIRD PARTY RELATED POLICIES

- Supplier Code of Conduct/ Vendor code of conduct Policy
- Business Partner Code of Conduct Policy
- Working with Third Parties Policy
- Anti-Bribery and Anti Money Laundering Policy
- Risk Management and Supervision Policy
- Reporting and Monitoring Policy
- Outsourcing Policy
- Gift and Entertainment Policy
- Data Security and management Policy
- Conflict of Interest Policy
- Brand Compliance Policy
- Background verification Policy
- Business Continuity Plan
- High Risk Countries Policy

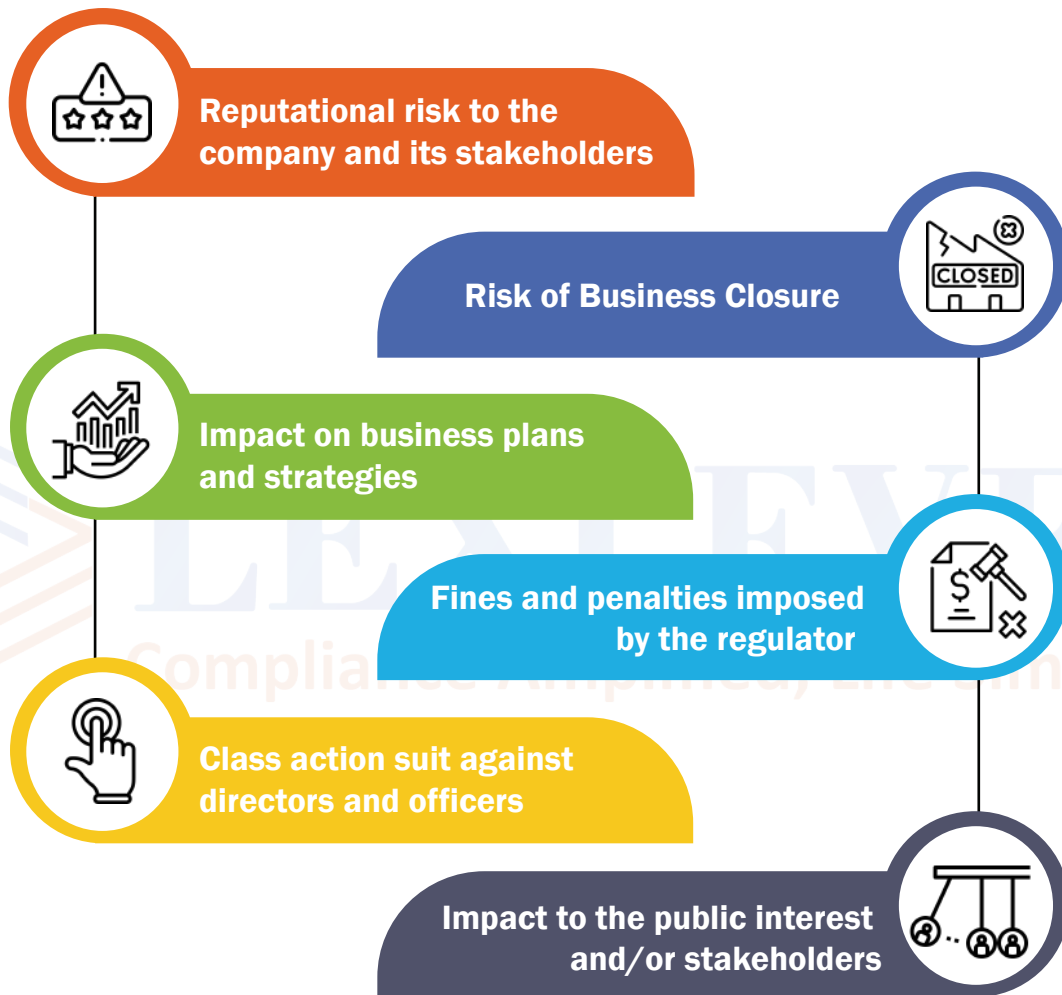


D. PROCEDURES

- **Conflict of Interest** : Declaration & Approval process
- **Gift and Entertainment** : Declaration & Approval process
- **Employee Onboarding** : Training & Orientation to all employees and third parties
- **Whistleblower**: Disciplinary Action, Investigation and Reporting process
- **Workplace health & Safety** : Incident Reporting & Emergency response
- **Legal** : Contract and Document Management
- **Record keeping** : Guidelines and procedure for Document retention and archiving
- **Third party** : Vendor Management and compliance

WHAT IS THE IMPACT OF NON COMPLIANCE?





We assist clients in developing and establishing a robust compliance framework which helps provide the board of directors and other stakeholders with assurance that the company has the systems and processes to monitor relevant compliances and achieve the desired goals with no unexpected hindrances.



If you want to:

- Eliminate Surprises
- Improve transparency
- Build Documentations of procedures & SOPs
- Understand Anti-bribery, Anti-Corruption or AML risks within your organisation
- Be aware of the latest regulatory changes
- Keep up-to-date AML/KYC policies and procedures
- Build efficient monitoring and reporting tools
- Ensures quality, Consistency and Efficiency
- To meet production & process requirements on time without hinderances



**Then
Talk to
us!**



Contact us for more details on the Compliance management programs offered by Lexlevel!

OTHER SERVICES OFFERED BY LEXLEVEL

Legal Drafting & Analytics	Contract Solutions	POSH	Training & Education
<ol style="list-style-type: none">1 Legal proof reading2 Legal data entry3 Legal document drafting4 Legal research	<ol style="list-style-type: none">1 Contract Lifecycle Management2 Contract Abstraction & Extraction3 Contract Redaction4 Contract Drafting, Vetting & Redlining	<ol style="list-style-type: none">1. PoSH Compliance & Advisory2. Policy & Documentation3. Audit cycle & annual reporting4. ICC & External member set-up5. PoSh Trainings & sensitization	<ol style="list-style-type: none">1 Code of Conduct2 Anti Bribery3 Anti Money Laundering4 Prevention of Harassment5 Diversity Equity & Inclusion6 Culture Development7 PoSh (Prevention of Sexual Harrassment)

About **COMPANY**

LexLevel aims to build a healthy workplace and a better tomorrow, not just for the organisation but also for their employees and clients by simplifying the compliance complexities. We bring together distinct capabilities and experts to serve as the trusted advisors when you are facing your greatest opportunities or challenges.

Our mission is to foster a culture of compliance with our unwavering dedication and by enabling businesses to navigate successfully through the legal, ethical and regulatory requirements with confidence and integrity. We aim to create a brighter future for businesses by safeguarding our clients' reputation, growth, and success. Our Core Values start with “We” which emphasises the importance for us to listen and collaborate with you at every step and to deliver personalised solutions your organisation needs.



LEXLEVEL
Compliance Amplifier



About **FOUNDER**

LexLevel has been founded by Harshita Agarwal Sharma, a passionate advocate for ethics, eminent trainer and a strategic partner for various businesses, navigating them through complex landscapes of law and compliance. The journey began with a relentless pursuit of knowledge, earning a degree in B.A.LLB, soon becoming a certified Anti Money Laundering Specialist from the prestigious institute of ACAMS, the largest International organization for Anti-Financial Crime professionals. She is also an eminent speaker and a certified PoSH (Prevention of Sexual Harassment) trainer who has provided trainings to more than 600 employees, corporate leaders, vendors, Internal Complaints Committee (ICC) members across industries in domains relating to Anti-Bribery, Anti-Corruption, Employee code of conduct etc. Her commitment to excellence has driven her to continually stay ahead in this dynamic field and has helped domestic and International giants in successfully setting up their Compliance processes and internal control systems.



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