

FIELD OFFICER NON-DISCLOSURE AGREEMENT (NDA) & CODE OF CONDUCT POLICY

Anant Medicare & Legal Services Private Limited

Purpose

This Field Officer NDA and Code of Conduct Policy applies to all field officers, investigators, consultants, associates, vendors, freelancers, and representatives engaged by Anant Medicare & Legal Services Private Limited ("Company"). By accepting assignments, accessing company systems, or performing services on behalf of the Company, the individual agrees to comply with this policy.

1. Confidentiality Obligations

All information obtained during the course of assignments shall be treated as strictly confidential, including but not limited to:

- Client information and records
- Insurance claim details
- Investigation reports
- Personal and medical information
- Company processes, methodologies, and databases
- Pricing, contracts, and business information
- Digital records, photographs, videos, and documents

Such information shall not be disclosed, copied, shared, sold, published, or transferred to any unauthorized person or entity.

2. Data Protection

All personnel must:

- Protect personal and sensitive data.
- Use company information solely for authorized business purposes.
- Prevent unauthorized access to client or company records.
- Follow applicable Indian laws, including the Digital Personal Data Protection Act, 2023 (DPDP Act).

3. Professional Conduct

All field officers and representatives shall:

- Act honestly, professionally, and ethically.
- Maintain respectful behavior with clients, hospitals, insured persons, and third parties.

- Avoid conflicts of interest.
- Follow all lawful instructions issued by the Company.
- Submit accurate and truthful reports.

4. Prohibited Activities

The following actions are strictly prohibited:

- Sharing confidential information with third parties.
- Accepting bribes, commissions, or unauthorized benefits.
- Falsifying reports or evidence.
- Misrepresenting the Company or client.
- Using company information for personal gain.
- Recording or publishing client information on social media or public platforms.

5. Ownership of Information

All reports, photographs, recordings, documents, data, and work products created during assignments shall remain the exclusive property of the Company and/or its clients.

6. Return and Deletion of Information

Upon completion of an assignment or termination of engagement, all confidential information, documents, records, and company property must be returned or permanently deleted as directed by the Company.

7. Breach and Legal Action

Any violation of this Policy may result in:

- Immediate termination of assignment or engagement.
- Recovery of damages and losses.
- Civil and criminal legal proceedings.
- Reporting to relevant authorities where applicable.

8. Policy Applicability

This Policy applies irrespective of whether the individual is a permanent employee, contractual resource, consultant, freelancer, investigator, vendor, or field officer. Confidentiality obligations shall continue even after the completion or termination of the engagement.

9. Governing Law

This Policy shall be governed by and interpreted in accordance with the laws of India. Any disputes shall be subject to the jurisdiction of the courts having authority over the Company's registered office.

Declaration

By accepting assignments, accessing Company systems, receiving confidential information, or performing services on behalf of the Company, the individual acknowledges that they have read, understood, and agreed to comply with this NDA and Code of Conduct Policy.

Anant Medicare & Legal Services Private Limited

Authorized Signatory

This policy may be updated from time to time and shall remain binding on all associated personnel.