



Confidentiality Policy

At IQMC Global, we are firmly committed to protecting the confidentiality of all information obtained during social compliance audits. Safeguarding sensitive data is essential to maintaining the integrity of our audit process, protecting client interests, and meeting the highest legal and ethical standards. This policy reflects our unwavering dedication to confidentiality and guides the actions of everyone involved in audits.

This policy applies to all employees, auditors, verifiers, contractors, interpreters, trainees, and any individual engaged in activities on behalf of IQMC Global. It covers all forms of information collected during audits, including documents, digital files, photographs, worker interviews, communication records, and any other data shared by clients, workers, or stakeholders. All information obtained during audits is classified as confidential and shall be handled, stored, transmitted, and disposed of in accordance with this policy, unless disclosure is requested or required by accredited bodies or scheme owners but in that case client permission shall be obtained in advance.

IQMC Global complies with applicable country laws, contractual obligations, client-specific confidentiality agreements, and internationally recognized standards related to information protection. This includes principles aligned with ISO management system requirements, APSCA Code of Conduct expectations, and brand or retailer protocols governing the handling of sensitive audit information. All personnel are required to understand and adhere to these legal and contractual obligations as part of their professional responsibilities.

All employees, contractors, and associates must treat audit information as strictly confidential and ensure it is never disclosed to unauthorized parties. Confidential information must be stored securely, whether in physical or digital form, and accessed only by authorized personnel with a legitimate business need. Digital data must be protected through secure passwords, encryption, and approved communication channels, while physical documents must be kept in locked storage. The use of personal devices, personal email accounts, or unapproved cloud storage for audit-related information is strictly prohibited.

Information collected during worker interviews is especially sensitive. The identity of workers, their statements, and any related notes must be protected at all times. Such information must not be shared with factory management or any party that could compromise worker safety, anonymity, or trust. No audio or video recording of interviews may be conducted without explicit consent and client approval, and all interview notes must be handled with highest confidentiality.

IQMC Global maintains clear rules for data retention and disposal. Audit-related information is retained for the minimum period of five years or for a longer period where required by legal, contractual, or accreditation obligations. Upon expiry of the authorized retention period, all records must be securely destroyed using approved methods such as shredding for physical records or encrypted digital deletion for electronic data. No confidential information may be retained beyond the authorized retention period without written approval from senior management.

Confidential information may only be shared with third parties when legally required, contractually permitted, or necessary for accreditation, oversight, or regulatory review. In such cases, the receiving party must be bound by confidentiality obligations equal to or greater than those outlined in this policy. Under no circumstances may confidential information be shared for personal, commercial, or unauthorized purposes.



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All personnel must avoid conflicts of interest that could compromise confidentiality or impartiality. Individuals must disclose any potential conflicts to management prior to accepting audit assignments. IQMC Global ensures that auditors remain impartial and free from undue influence, and that confidentiality is upheld throughout the audit process.

Our commitment extends to continuous training and awareness so that every team member understands and upholds confidentiality obligations. Training sessions are conducted at least every six months, and additionally whenever an incident occurs or there is an update to policies or at the time of onboarding, to reinforce impartiality principles, independence and avoidance of conflicts of interest. Any suspected violations of this policy must be reported immediately to senior management. All breaches will be investigated promptly, and appropriate disciplinary action will be taken, which may include suspension, termination, or legal action depending on the severity of the violation.

This policy is owned by the Managing Director and is reviewed annually to ensure its continued effectiveness and alignment with evolving legal requirements, industry standards, and organizational needs. Updates are approved by senior management and communicated to all personnel to ensure consistent understanding and implementation. IQMC Global Ltd remains committed to maintaining the highest standards of confidentiality and protecting the trust placed in us by clients, workers, and stakeholders.

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Approved By: Mr. Sundeep Tomar/Managing Director

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IQMC Global Assessments Private Limited

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