



COLLEAGUES CONSULTANTS PRIVATE LIMITED

A-Wing, 1st Floor, A55/12, DLF Phase -1, Gurgaon -122002
Haryana (India)

UNDERTAKING

All the WhatsApp Group created by any employee on behalf of the company (Colleagues Consultants Private Limited) shall be considered as portal to exchange thoughts, information & communications. These groups are meant for General, Formal & Official communications.

This document is for all our team members for signing the below clauses and shall be treated as an undertaking in case of any violation. Please read it carefully and sign as the acceptance of all clauses whatsoever.

- I. I understand & agree that the sole objective of the company's WhatsApp is faster communication, better team coordination and general interaction.
- II. I understand & agree that it is limited social platform to be used with responsibility and decorum.
- III. I abide for legal and acceptable use of the platform. I must access and use WhatsApp Colleagues group only for General, Social, Official and Acceptable Communication Purposes. I will not use (or assist others for using) Services in ways that:
 - a) Violate, misappropriate, or infringe the rights of WhatsApp, users, or others, including privacy, publicity, intellectual property, or other proprietary rights,
 - b) Involve publishing falsehoods, misrepresentations, or misleading statements,
 - c) Impersonate someone,
 - d) Involve sending illegal or impermissible communications such as bulk messaging, auto-messaging, auto-dialling.
 - e) Sensitive Socio-Economic or Critical Political Purposes
- IV. I also hereby declare that I will maintain the highest order of Discipline and Secrecy as regards to the work of the company and day to day communications.
- V. I will also try to use this platform for maximising the gains & benefits of the company and its stake holders.
- VI. In case of the above act, I will be solely responsible on my own for any penalty under the code of misconduct of company or any statutory government or non-government body.

I have read and understood the content of this undertaking and its clauses and agree to accept all by signing this undertaking.

Signature.....

Name.....

Date.....

Received By.....

Added to group

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Date.....