

# **INSTRUCTORS DISCLOSURE POLICY**

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## Revision History

This document has been revised as follows:

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## **1. Purpose**

The purpose of this policy is to ensure transparency and integrity in the training programs provided by Maxbyte Technologies Inc. All instructors, whether employed directly by the company or engaged as independent service provider, must disclose any financial or vested interests in products, instruments, devices, or materials used in training sessions. This requirement aligns with U.S. government norms for ethical training practices.

## **2. Scope**

This policy applies to all instructors involved in the design, development, and delivery of training sessions, including full-time employees, part-time employees, technical partners, and external service providers.

## **3. Disclosure Requirements**

All instructors must disclose any financial interest or professional affiliation with any product, instrument, device, or material that may be referenced or used during a training session. This includes:

- Ownership, shares, or stock in a company producing relevant training materials.
- Royalties or profit-sharing from product promotion or endorsements.
- Compensation received for consulting, speaking engagements, or product endorsements.
- Personal or professional affiliations that could create a conflict of interest.

## **4. Disclosure Process**

- Instructors must complete and submit a Disclosure Form before participating in any training event.
- Any updates or changes in financial interests must be reported immediately.
- Learners must be informed of disclosed interests at the beginning of each training session.

## **5. Compliance and Enforcement**

- Failure to disclose vested interests may result in disciplinary action, including termination of employment or contract.
- The Human Resources (HR) and Training Department will maintain records of all disclosures.
- Periodic audits will be conducted to ensure compliance with this policy.

## **6. Policy Review and Updates**

This policy will be reviewed annually and updated as necessary to align with industry standards and regulatory requirements.

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*By implementing this policy, Maxbyte Technologies Inc. ensures an ethical, unbiased, and transparent learning environment for all participants.*

## Sample Instructor Disclosure Form

Maxbyte Technologies Inc. is committed to maintaining transparency and integrity in all learning events. Instructors are required to disclose any financial or other interests in any products, instruments, devices, or materials used in training sessions, in compliance with U.S. government regulations.

### a. Instructor Information

Instructor Name:	
Course Title:	
Date of Training:	
Affiliated Institution (if applicable):	
Contact Information:	

### b. Disclosure Statement

Please check all that apply and provide details where necessary:

☐ I have no financial or proprietary interest in any products, instruments, devices, or materials used in this training.

☐ I have a financial or proprietary interest in the following (provide details below):

Details of Interest (e.g., royalties, stock ownership, consulting fees, employment, grants):

### c. Certification and Signature

I certify that the above information is accurate and complete to the best of my knowledge. I agree to disclose any future conflicts of interest as they arise.

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Instructor Signature with date

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Authorized Representative Name & Designation Signature