EXAMBUDDY

OFFICIAL RULES & REGULATIONS

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Document Version	1.0
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Applies To	All ExamBuddy members and authorized contributors
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Legal Context	Cross-referenced with applicable Indian laws (see each section)

Team ExamBuddy

Table of Contents

1. Professional Conduct (1.1–1.7)

2. Roles and Responsibilities

3. Availability

4. Product and Technology Rules

5. User Data and Privacy

6. Intellectual Property

7. Confidentiality

8. Social Media and Public Statements

9. Financial Rules

10. Use of Company Accounts

11. Conflict of Interest

12. Competition and External Projects

13. Content and Academic Integrity

14. Security

15. Meetings and Documentation

16. Performance and Accountability

17. Disciplinary Actions

17.1. Serious Misconduct

18. Resignation or Leaving the Company

19. Amendments to These Rules

20. Acceptance

21. Anti-Harassment & Safe Workplace Policy

22. Grievance & Complaint Procedure

23. Anti-Retaliation Rule

24. Conflict Resolution

25. No Abuse of Authority

26. Ownership, Equity & Contribution Clarity

27. Official Representation & Authority

28. Company Resources

29. Emergency & Incident Reporting

30. Professional Image & Reputation

31. Equal Opportunity & Non-Discrimination

32. Documentation & Handover

33. Policy Acknowledgement

Each section below is presented point-wise, followed by a highlighted box naming the principal Indian law(s)/Act(s) under which that subject falls, for quick legal reference.

1. Professional Conduct

1.1 Respect

- Respectful behaviour is mandatory towards Founders, Co-Founders, Senior Members, Team Leads, fellow members, employees, interns, volunteers, users, partners and external stakeholders.
- Disrespectful, insulting, threatening, humiliating or abusive behaviour will not be tolerated.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

Bharatiya Nyaya Sanhita, 2023 (BNS) — Criminal intimidation, insult and defamation provisions (in force since 1 July 2024, replacing the IPC, 1860).

Indian Contract Act, 1872 — General conduct obligations implied in engagement/employment agreements.

1.2 Respect for Women and Female Team Members

- ExamBuddy is committed to a safe, respectful, professional environment for women and female team members.
- Harassment, unwanted attention, sexual or inappropriate comments/jokes, stalking, intimidation or comments on appearance/personal life may lead to strict disciplinary action.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (“POSH Act”) — Primary law governing prevention, prohibition and redressal of workplace sexual harassment; mandates an Internal Committee.

Bharatiya Nyaya Sanhita, 2023 — Sections on sexual harassment, stalking, insulting the modesty of a woman and criminal intimidation.

1.3 Communication Boundaries

- Members should not initiate unnecessary personal/private conversations with colleagues they do not personally know, particularly female colleagues.
- Work communication should go through official team/project channels wherever practical.
- Direct communication, if genuinely required, must stay professional, relevant and work-limited.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

POSH Act, 2013 — Read with employer obligations to prevent conduct that could create a hostile work environment.

1.4 Personal Boundaries

- Members must not press colleagues for details on relationships, family, personal problems, private social media, phone numbers, photographs or finances unless voluntarily shared or genuinely work-necessary.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

Right to Privacy — Article 21, Constitution of India — Recognised as a fundamental right (K.S. Puttaswamy judgment, 2017); underlies personal-boundary norms.

Digital Personal Data Protection Act, 2023 (DPDPA) — Rules notified 13 November 2025; governs handling of any personal data collected in this context.

1.5 Respect for Leadership

- Founders, Co-Founders, Senior Members and Team Leads must be treated with professional respect.
- Constructive disagreement is allowed if expressed professionally.
- Insulting, humiliating, threatening or repeatedly undermining leadership may lead to disciplinary action, including removal from the team.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

Bharatiya Nyaya Sanhita, 2023 — Provisions on criminal intimidation and defamation.

1.6 Honesty

- Members must be honest about work completed, progress, availability, expenses, technical issues and information given to leadership.
- False claims, misrepresentation, plagiarism, fraud or concealment of important information may result in strict action.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

Bharatiya Nyaya Sanhita, 2023 — Chapter on cheating and dishonestly inducing delivery of property (replaces IPC Sections 415–420).

Indian Contract Act, 1872 — Sections 17–19 — fraud and misrepresentation vitiate agreements.

1.7 Professional Communication

- All official communication must remain professional, clear, respectful, relevant and constructive.
- Abusive language, personal attacks, harassment or inappropriate content in company channels is prohibited.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

Information Technology Act, 2000 — Section 66 — misuse of computer resources; read with company IT-usage policy.

POSH Act, 2013 — Applies where communication amounts to harassment.

2. Roles and Responsibilities

- Members must complete assigned work responsibly and meet agreed deadlines.
- Members must maintain quality standards and communicate problems early.
- Members must cooperate with others and maintain documentation where required.
- Members must take responsibility for assigned work and not deliberately block another member's work.
- No member may claim another person's work as their own.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

Indian Contract Act, 1872 — Sections 37–39 — obligation to perform contracts/assigned duties.

Copyright Act, 1957 — Protects authorship; claiming another's work as one's own may amount to infringement.

3. Availability

- Members must maintain reasonable availability per their responsibilities.
- Unavailability due to college, exams, health, personal circumstances or internship must be communicated to the Team Lead/leadership as early as possible.
- Repeated unexplained absence or failure to communicate may lead to a performance review.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

Industrial Employment (Standing Orders) Act, 1946 — Governs conduct, leave and absence rules for employees where applicable.

Code on Wages, 2019 / applicable State Shops & Establishments Act — Governs working conditions and leave for the relevant category of worker.

4. Product and Technology Rules

- Technology must be developed and maintained responsibly, following the approved development workflow.
- Important changes must be tested before production deployment; code-review requirements must be followed where applicable.
- Production systems must be protected and credentials kept confidential; security practices must be followed.
- Important technical decisions must be documented.
- No member may introduce malware, backdoors, unauthorized tracking, data-stealing functionality or unauthorized access mechanisms.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

Information Technology Act, 2000 — Section 43 (unauthorized access/damage to computer systems), Section 66 (computer-related offences), Section 66F (cyber terrorism where applicable).

Bharatiya Nyaya Sanhita, 2023 — Provisions on mischief and criminal breach of trust where deliberate sabotage is involved.

5. User Data and Privacy

- User information is confidential and must be handled responsibly.
- Members must not sell, misuse or share private user information without authorization.
- Members must not access, copy or download user data without a legitimate work requirement.
- User information must never be used for personal purposes.
- Suspected privacy or security incidents must be reported immediately.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

Digital Personal Data Protection Act, 2023 (DPDPA) — India's principal data-protection law; Rules notified 13 November 2025, phased compliance through 2026–2027. Governs consent, purpose limitation, breach notification and penalties.

Information Technology Act, 2000 — Sections 43A (compensation for negligent handling of sensitive data) and 72A (disclosure of information in breach of a lawful contract).

6. Intellectual Property

- ExamBuddy IP includes source code, apps, websites, UI/UX designs, logos, branding, databases, documentation, strategies, product concepts, marketing material, internal tools, research and original content.
- Members must not copy, sell, publish, distribute, license or use ExamBuddy IP for unauthorized purposes.
- Pre-existing work owned before joining should be identified where relevant.
- Specific ownership arrangements should be documented in writing.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

Copyright Act, 1957 — Protects source code, documentation, content and creative/branding material.

Trade Marks Act, 1999 — Protects the ExamBuddy name, logo and brand identity.

Designs Act, 2000 — May protect original UI/UX visual design elements where registrable.

Patents Act, 1970 — Relevant if any patentable technical invention is developed.

7. Confidentiality

- Confidential information includes source code, API keys, passwords, credentials, internal documents, business plans, financials, unreleased features, user data, partner information, internal discussions, security information and strategies.
- Members must not share confidential information with unauthorized individuals or publish it publicly.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

Indian Contract Act, 1872 — Section 27 read with confidentiality/NDA clauses — reasonable confidentiality obligations are enforceable even though restraint-of-trade clauses are narrowly construed.

Bharatiya Nyaya Sanhita, 2023 — Criminal breach of trust provisions where confidential information is misused for personal gain.

8. Social Media and Public Statements

- Only authorized members may officially represent ExamBuddy.
- No member may publicly disclose confidential or unreleased information without authorization.
- Personal opinions must not be presented as official ExamBuddy statements.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

Information Technology Act, 2000 — Governs online publication of information and intermediary/user liability.

Bharatiya Nyaya Sanhita, 2023 — Defamation provisions apply to false or damaging public statements.

9. Financial Rules

- All company expenses must be legitimate and tied to approved company activities.
- Expenses should include purpose, date, amount, receipt/invoice and approval where applicable.
- Company funds must not be used for personal expenses without authorization.
- No member may create significant financial commitments on ExamBuddy's behalf without approval.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

Companies Act, 2013 — Governs financial propriety, related-party transactions and books of account (once/where ExamBuddy is incorporated).

Income Tax Act, 1961 — Governs treatment and documentation of business expenses.

10. Use of Company Accounts

- Official accounts include Play Console, App Store, GitHub, cloud/database platforms, domains, official email, social media, payment and advertising platforms.
- Access must follow role-based permissions.
- Members must not share passwords unnecessarily, transfer ownership without authorization, delete resources without authorization, change critical credentials without informing leadership, or use accounts for personal purposes.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

Information Technology Act, 2000 — Section 43 — unauthorized access, download or introduction of contaminants into computer systems.

Indian Contract Act, 1872 — Agency principles govern authorized use of company accounts on the company's behalf.

11. Conflict of Interest

- Members must disclose situations creating a conflict between personal interests and ExamBuddy's interests — including work with a competitor, use of company resources for another business, misuse of confidential information, unauthorized vendor benefits, or use of company contacts for personal business.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

Companies Act, 2013 — Sections 166 and 184 — duties of directors and disclosure of interest by directors/officers.

Indian Contract Act, 1872 — Chapter X (Agency) — an agent must not let personal interest conflict with duty.

12. Competition and External Projects

- Members may work on personal academic/professional projects, subject to applicable agreements.
- Members must not use confidential ExamBuddy information, copy proprietary technology, use company resources without permission, present ExamBuddy work as independent, or build a competing product using confidential information.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

Indian Contract Act, 1872 — Section 27 — agreements in restraint of trade are generally void, but reasonable confidentiality/non-solicitation obligations survive independently.

Copyright Act, 1957 & Patents Act, 1970 — Protect proprietary technology and content from unauthorized replication.

13. Content and Academic Integrity

- Content must be accurate, properly categorized, appropriately sourced, legally usable, and clearly marked official/unofficial where necessary.
- Members must not knowingly upload or distribute fraudulent documents, fake university notices, misleading academic information, or stolen/unauthorized content.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

Copyright Act, 1957 — Governs lawful use and sourcing of academic content.

Bharatiya Nyaya Sanhita, 2023 — Provisions on forgery and cheating apply to fraudulent documents or fake notices.

Information Technology Act, 2000 — Section 66D — cheating by personation using a computer resource (e.g., fake university communications).

14. Security

- Members must use strong passwords and enable two-factor authentication where available.
- API keys/tokens must be protected and never published in public repositories.
- Vulnerabilities must be reported responsibly; unauthorized system access must be avoided.
- Least-privilege access should be followed where possible; suspected breaches must be reported immediately.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

Information Technology Act, 2000 — Sections 43, 66 and 70B — security practices and mandatory reporting of cyber-incidents to CERT-In.

Digital Personal Data Protection Act, 2023 — Requires reasonable security safeguards and breach notification for personal data.

15. Meetings and Documentation

- Members are expected to attend meetings relevant to their responsibilities (product, technical, business, team, review, founder meetings).
- Important decisions should preferably be documented as: Decision → Responsible Person → Deadline → Status.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

Companies Act, 2013 — Section 118 — requirement to maintain minutes of board/general meetings (once incorporated as a company).

16. Performance and Accountability

- Members may be evaluated on quality of work, reliability, task completion, communication, collaboration, initiative, responsibility and contribution.
- Repeated failure to complete responsibilities without reasonable explanation may trigger a performance review.
- A reasonable opportunity to improve should be given, except in serious misconduct cases.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

Industrial Employment (Standing Orders) Act, 1946 — Governs performance-linked conduct rules for applicable employees.

Code on Wages, 2019 — Relevant wage and conduct framework under India's consolidated labour codes.

17. Disciplinary Actions

- Violations may result in a verbal warning, formal/written warning, removal from responsibilities, suspension of access, removal from a project/team, termination, removal from a leadership role, or legal action, depending on seriousness.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

Industrial Employment (Standing Orders) Act, 1946 — Framework for disciplinary procedure and penalties for applicable employees.

Principles of Natural Justice (Constitutional law) — Requires a fair opportunity to be heard before major disciplinary action.

17.1. Serious Misconduct

- For harassment, sexual misconduct, threats, theft, fraud, data misuse, serious confidentiality breach, unauthorized access, malicious activity, or deliberate system damage, ExamBuddy may take immediate protective/disciplinary measures, including suspension or removal, subject to law and applicable agreements.
- Prior notice may not always be appropriate where immediate action is necessary to protect people, users or systems.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

POSH Act, 2013 — Governs sexual-harassment misconduct and Internal Committee action.

Bharatiya Nyaya Sanhita, 2023 — Covers theft, criminal breach of trust, cheating, criminal intimidation and related offences.

Information Technology Act, 2000 — Covers unauthorized access, data theft and malicious activity (Sections 43, 66, 66C, 66F).

18. Resignation or Leaving the Company

- Departing members must complete handover requirements, return company property, transfer project knowledge, return/delete confidential information, stop using company credentials, stop representing ExamBuddy, and cooperate with transition requirements.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

Indian Contract Act, 1872 — Governs the discharge of contractual obligations on termination/resignation.

Copyright Act, 1957 — Confidential/IP material must be returned or deleted consistent with ownership rights.

19. Amendments to These Rules

- ExamBuddy may update these Rules as the company grows — due to expansion, new products, legal/security requirements, organizational change or operational needs.
- Major matters involving ownership, equity, founder rights, compensation or legal obligations should be addressed through separate written agreements.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

Indian Contract Act, 1872 — Sections 62–63 — parties may agree to alter the terms of a contract/policy by mutual consent.

20. Acceptance

- By joining or continuing with ExamBuddy, every member acknowledges they are expected to read, understand and follow these Rules — respecting members, maintaining boundaries, protecting confidential/company/user data, performing duties honestly, and upholding ExamBuddy's reputation.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

Indian Contract Act, 1872 — Section 10 — requirements for a valid, binding agreement (free consent, lawful consideration, lawful object).

21. Anti-Harassment & Safe Workplace Policy

- ExamBuddy maintains zero tolerance for harassment, bullying, sexual harassment, intimidation, stalking, threats or unwanted behaviour.
- Complaints are handled seriously and, as far as practical, confidentially.
- No member may retaliate against a person for raising a genuine complaint or participating in a review.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

POSH Act, 2013 — Mandates a zero-tolerance policy, an Internal Committee, and confidentiality of proceedings (Section 16).

22. Grievance & Complaint Procedure

- Workplace concerns should be reported to the relevant Team Lead, designated authority, Founder or Co-Founder.
- Serious matters may be reported directly to leadership.
- Complaints should not be unnecessarily discussed in public team groups.
- Relevant parties get a reasonable opportunity to respond before a final decision, except where immediate protective action is necessary.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

POSH Act, 2013 — Section 4 — requires an Internal Committee to receive and inquire into complaints of sexual harassment.

Principles of Natural Justice — Requires a fair hearing before adverse findings.

23. Anti-Retaliation Rule

- No member may threaten, punish, isolate, intimidate, disadvantage or interfere with another member because that person made a genuine complaint, reported a security issue, raised a policy concern, or participated in a review.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

POSH Act, 2013 — Protects complainants and witnesses from victimisation.

Bharatiya Nyaya Sanhita, 2023 — Criminal intimidation provisions apply to threats made in retaliation.

24. Conflict Resolution

- Disagreements should be resolved professionally and should not become personal.
- Members should focus on facts, responsibilities, evidence and solutions; personal attacks are prohibited.
- Disputes may be escalated from Team Lead → Senior Member → Founder/Co-Founder or other authorized leadership.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

Arbitration and Conciliation Act, 1996 — Provides a framework for structured dispute resolution where adopted by written agreement.

25. No Abuse of Authority

- Founders, Co-Founders, Senior Members and Team Leads must not misuse authority for personal benefit, harassment, intimidation or favoritism.
- Leadership must maintain professional, respectful and fair conduct; company rules apply equally to leadership.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

Companies Act, 2013 — Section 166 — fiduciary duties of directors/officers not to misuse position.

POSH Act, 2013 — Applies equally where leadership is the alleged harasser.

26. Ownership, Equity & Contribution Clarity

- Any arrangement involving equity, ownership, profit share, salary, commission or other financial benefit should be clearly documented in writing.
- Verbal assumptions about ownership or compensation are not treated as formal agreements.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

Indian Contract Act, 1872 — Oral agreements are valid but far harder to prove — written documentation is strongly advisable.

Companies Act, 2013 / Indian Partnership Act, 1932 — Governs formal recording of equity, shareholding or partnership shares.

27. Official Representation & Authority

- No member may independently make official commitments on ExamBuddy's behalf — including university commitments, vendor agreements, partnerships, sponsorships, financial commitments or public statements — unless authorized.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

Indian Contract Act, 1872 — Chapter X (Agency, Sections 182–238) — only an authorized agent can bind the principal.

28. Company Resources

- Resources such as laptops, domains, cloud accounts, paid APIs, software subscriptions, credits, design assets and official email must be used primarily for authorized company work.
- Unauthorized personal use or transfer of company resources is prohibited.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

Indian Contract Act, 1872 — Sections 148–171 — bailment principles govern responsible use/return of company property.

29. Emergency & Incident Reporting

- Security breaches, compromised accounts, leaked API keys, data leaks, serious misconduct, fraud or critical production failures must be reported to leadership immediately.
- Members must not conceal, delete or manipulate evidence relating to a serious incident.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

Information Technology Act, 2000 — Section 70B — mandatory reporting of cyber-security incidents to CERT-In.

Digital Personal Data Protection Act, 2023 — Requires notification of personal-data breaches to the Data Protection Board and affected users.

30. Professional Image & Reputation

- Members must not knowingly use their official position to engage in conduct that could seriously damage ExamBuddy's professional reputation, mislead stakeholders, or misrepresent company positions.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

Bharatiya Nyaya Sanhita, 2023 — Defamation and cheating provisions apply to reputational or misrepresentation harm.

31. Equal Opportunity & Non-Discrimination

- Opportunities, responsibilities, leadership roles, recognition and professional decisions must be based on skills, contribution, conduct, role requirements and company needs.
- Unfair discrimination or favoritism based on personal characteristics or relationships is not permitted.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

Constitution of India — Articles 14 and 15 — right to equality and prohibition of discrimination.

Code on Wages, 2019 — Mandates equal remuneration and prohibits discrimination in recruitment/conditions of work.

32. Documentation & Handover

- Important project knowledge should not remain exclusively with one person where reasonable documentation can prevent operational dependency.
- Code, deployment procedures, technical documentation, credentials, designs and important workflows should be documented or handed over appropriately.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

Indian Contract Act, 1872 — Supports enforceability of handover obligations agreed between the member and ExamBuddy.

33. Policy Acknowledgement

- Members may be required to acknowledge these Rules during onboarding or when major updates are introduced.
- Acknowledgement confirms receipt and understanding; it does not replace any separate employment, founder, equity or confidentiality agreement.

■ APPLICABLE INDIAN LAW(S) / ACT(S)

Indian Contract Act, 1872 — Section 10 — acknowledgement supports evidence of free consent to the policy's terms.

Final Principle

ExamBuddy is a professional organization. Skill is important, but character, respect, discipline, responsibility, integrity and teamwork are equally important. Every member is expected to contribute to an environment where everyone — regardless of gender, role, seniority or background — can work safely, respectfully and professionally.

Member Acknowledgement

I acknowledge that I have received and read the ExamBuddy Official Rules & Regulations. I understand that I am expected to follow these rules and maintain professional conduct while working with ExamBuddy.

Name: _____ Role / Position: _____

Signature: _____ Date: _____

ExamBuddy Authorized Signatory — Team ExamBuddy

Disclaimer: The "Applicable Indian Law(s)" references in this document are provided for general informational and quick-reference purposes only. They summarize the principal statutes typically relevant to each subject and do not constitute legal advice. ExamBuddy should consult a qualified lawyer before relying on this document for any legal, employment, or compliance decision.