

IMPERIUM

IMPERIUM: An Introduction

What is IMPERIUM?

IMPERIUM is a dynamic and multifaceted organization established to empower individuals, businesses, and communities by fostering innovation, promoting entrepreneurship, and driving social impact. With a comprehensive ecosystem, IMPERIUM serves as a platform for collaboration, learning, and growth. The organization functions through its three core divisions:

1. **Company Division:** Providing high-quality services in technology, media, finance, consultancy, and various other sectors. It supports businesses with technological and operational solutions, ensuring they meet industry standards and achieve sustainable growth.
2. **Community Division:** Dedicated to societal betterment through impactful initiatives in education, healthcare, and environmental sustainability. This division organizes free educational programs, health camps, environmental drives, and various community-centric projects to make a meaningful impact on society.
3. **Business Ventures & Startup Division:** Designed to support entrepreneurial ventures, IMPERIUM provides mentorship, funding opportunities, and research support. Startups under this division receive guidance from industry experts and gain access to resources that help them grow into successful businesses.

IMPERIUM acts as a catalyst for change by creating a space where ideas are nurtured, talents are cultivated, and impactful projects are brought to life. The organization thrives on the principles of collaboration, continuous learning, and sustainable growth.

The Meaning of IMPERIUM

The name *IMPERIUM* is derived from Latin, symbolizing "**absolute power**" and "**authority**". It reflects the organization's core belief in empowering individuals and entities to take charge, innovate, and lead. For IMPERIUM, the name is not just a representation of authority, but a commitment to using that authority responsibly to inspire growth and create a positive impact.

IMPERIUM stands for:

- **Empowerment:** Enabling people to achieve their full potential through education, skill-building, and leadership opportunities.
- **Innovation:** Encouraging creative problem-solving and supporting research and development across sectors.
- **Leadership:** Taking responsibility for driving societal progress through ethical and inclusive decision-making.

- **Impact:** Implementing sustainable solutions that contribute to the betterment of communities and industries alike.
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Mission, Vision, and Purpose

Mission

IMPERIUM's mission is to create a transformative ecosystem that fosters collaboration between businesses, innovators, students, and professionals. By providing access to resources, mentorship, and opportunities, IMPERIUM ensures that individuals and organizations can grow while contributing to meaningful social change. The mission is deeply rooted in the belief that progress can only be achieved when knowledge and innovation are accessible to all.

Vision

The vision of IMPERIUM is to be a global leader in promoting innovation, entrepreneurship, and social responsibility. By seamlessly integrating its company, community, and business venture divisions, IMPERIUM envisions a future where businesses succeed, communities thrive, and technological advancements are leveraged for the greater good.

Purpose

The primary purpose of IMPERIUM is to:

- **Bridge the Industry-Academia Gap:** Provide students and professionals with skill-based learning, hands-on project experience, and industry exposure to make them job-ready.
 - **Empower Entrepreneurs:** Offer startups and businesses the necessary support, including mentorship, funding, and market access, to transform innovative ideas into successful enterprises.
 - **Drive Community Impact:** Organize free courses, workshops, medical camps, environmental initiatives, and other community projects to contribute to societal welfare.
 - **Foster Innovation and Research:** Establish research hubs to explore new technological advancements and support groundbreaking ideas.
 - **Ensure Organizational Growth:** Maintain a flexible and adaptive structure to stay relevant and effective in a rapidly evolving global landscape.
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The IMPERIUM Ecosystem

IMPERIUM's collaborative ecosystem functions through cross-division support, enabling seamless knowledge exchange and resource sharing. Businesses receive technological and

operational support from the company division, while the community division works on the ground to solve real-world challenges. Simultaneously, the business ventures division fosters the next generation of innovative startups. Together, these divisions create a self-sustaining environment of growth and development.

At its core, IMPERIUM is committed to creating opportunities for everyone involved. Whether it is a student seeking to enhance their skills, an entrepreneur with a groundbreaking idea, or a company striving for operational excellence, IMPERIUM provides the tools, guidance, and support needed to succeed.

Imperium Code of Conduct

The IMPERIUM Code of Conduct is a **living document** that evolves and adapts as the organization grows. It may be updated or altered as necessary to reflect the needs of the organization. The authority to make changes to the Code of Conduct rests with the **Founder** and the **Board Members of the IMPERIUM Org. Board**.

This ensures that the Code remains relevant, aligned with IMPERIUM's mission, and continues to uphold the highest standards of ethics, professionalism, and operational excellence.

Procedure for Altering the Code of Conduct

1. **Proposal for Change:**
 - Any proposed changes to the Code of Conduct can be submitted by board members, division heads, or senior leadership.
 - A formal proposal should include the reason for the proposed change, the specific section to be modified, and the desired amendments.
2. **Review and Discussion:**
 - The proposal will be reviewed by the IMPERIUM Org. Board, consisting of the Founder, Chairpersons, and relevant executives.
 - Discussions will be held to evaluate the necessity, impact, and alignment of the proposed change with IMPERIUM's mission and values.
3. **Approval Process:**
 - Final approval for any changes to the Code of Conduct rests solely with the Founder.
 - In case of significant amendments, a majority vote by the board members may be considered, but the Founder retains the right to veto or approve independently.
4. **Implementation and Communication:**
 - Once approved, the revised Code of Conduct will be documented and communicated across all divisions.
 - Relevant training and informational sessions will be conducted to ensure understanding and compliance.

5. Periodic Review:

- The Code of Conduct will undergo a periodic review, at least once annually, to ensure it remains up to date and effective.

This process ensures transparency, accountability, and alignment of the Code of Conduct with the evolving needs of IMPERIUM.

Creation of New Divisions, Departments, and Leadership Roles

Authority to Create or Dissolve Divisions

- The right to create or dissolve any division within IMPERIUM rests solely with the **Founder/Chairperson/President of the IMPERIUM Org. Board**.
- New divisions must align with IMPERIUM's mission, vision, and purpose.
- The decision must consider long-term growth, sustainability, and overall benefit to the organization.
- A division may be dissolved if it is found to act against IMPERIUM's ethics, mission, or code of conduct.

Procedure for Creating a New Division

1. **Proposal Submission:** A detailed proposal outlining the objectives, goals, and operational structure of the new division must be submitted to the Founder.
2. **Feasibility Study:** A comprehensive study assessing the division's financial, operational, and strategic viability will be conducted.
3. **Approval Process:** The Founder, in consultation with key stakeholders, will evaluate the proposal.
4. **Formation:** Upon approval, leadership roles will be appointed, and an implementation plan will be established.

Procedure for Creating a Department

1. **Need Assessment:** Identify the need for the department within an existing division.
2. **Proposal Creation:** Submit a structured proposal to the division's chairperson.
3. **Review and Approval:** The chairperson, with the Founder's consent, will approve or reject the proposal.
4. **Implementation:** Upon approval, the department will be established with assigned leaders and defined responsibilities.

Procedure for Dissolving a Division or Department

1. **Assessment:** Conduct an internal assessment to evaluate the division or department's performance and ethical compliance.
2. **Reporting:** Provide a detailed report to the Founder or relevant division chairperson.
3. **Decision:** The Founder, in consultation with relevant stakeholders, will decide on the dissolution.
4. **Execution:** Employees and resources will be reallocated, and the division or department will be officially closed.

Appointment of Executives and Leadership Roles

- The **Founder/Chairperson/President** of IMPERIUM Org. has the exclusive right to appoint or dismiss the executives, including CEOs, COOs, CFOs, CTOs, and other senior leaders.
- Executive roles within each division will be appointed by the respective **Chairperson** of that division.
- Leaders found acting against IMPERIUM's mission, values, or code of conduct are subject to removal.

Responsibilities of Leadership

- **Division Heads:** Responsible for overall strategy, execution, and performance of their divisions.
- **Department Heads:** Oversee the operational aspects, ensuring departmental goals are met.
- **Managers and Team Leaders:** Provide guidance, ensure productivity, and maintain a collaborative work environment.

Periodic Evaluation

- Leadership roles will undergo periodic evaluations to assess performance and alignment with IMPERIUM's mission.
- Based on performance reviews, leaders may be promoted, retained, or relieved from their positions.

Rules and Standards for IMPERIUM Members, Employees, and Associates

All individuals associated with IMPERIUM, including employees, volunteers, interns, managers, and executives across all divisions, are expected to adhere to the following rules and standards. These guidelines are designed to foster a respectful, inclusive, and productive environment.

1. Professional Conduct

- Maintain professionalism in all communications and interactions.
- Respect the diverse backgrounds, cultures, and perspectives of all members.
- Act with integrity, transparency, and accountability.

2. Ethical Standards

- Follow IMPERIUM's ethical policies and values.
- Avoid conflicts of interest and promptly report any unethical behavior.
- Ensure honesty in all reporting, documentation, and business practices.

3. Respect and Inclusion

- Promote an inclusive and equitable workplace free from discrimination and harassment.
- Respect others' opinions, even when disagreements arise.
- Support diversity, equity, and inclusion initiatives within the organization.

4. Confidentiality and Data Protection

- Protect sensitive information regarding projects, clients, and internal operations.
- Follow data privacy laws and IMPERIUM's data protection policies.
- Maintain confidentiality even after leaving the organization.

5. Use of Organizational Resources

- Use company resources responsibly and for business purposes only.
- Report any misuse of resources or unethical conduct.

6. Attendance and Punctuality

- Adhere to assigned work schedules and complete tasks within deadlines.
- Notify supervisors of any absences or delays promptly.

7. Communication

- Maintain clear and professional communication in emails, meetings, and reports.
- Provide constructive feedback and welcome collaboration.

8. Conflict Resolution

- Address conflicts respectfully and seek resolution through proper channels.
- Utilize IMPERIUM's grievance redressal system when necessary.

9. Innovation and Contribution

- Proactively contribute ideas and solutions that benefit IMPERIUM and its divisions.
- Support research, development, and innovation initiatives.

10. Compliance

- Adhere to all local laws, industry regulations, and IMPERIUM policies.
- Cooperate with internal audits and investigations.

Consequences for Violations

- Violations of these rules may lead to disciplinary actions, including termination of employment, revocation of memberships, and legal action if necessary.
- Appeals can be made through the organization's grievance system.

IMPERIUM Official - Company Division

IMPERIUM Official is a subsidiary and a key division of IMPERIUM Org. It operates as the corporate branch of the organization, providing top-tier services across various sectors including technology, media, finance, consultancy, and more. With a mission to deliver excellence and drive growth for its clients, IMPERIUM Official serves as the operational backbone of the organization's business endeavors.

Key Objectives of IMPERIUM Official:

- Deliver innovative and efficient business solutions.
- Provide comprehensive consultancy and operational support.
- Facilitate technological advancements through cutting-edge solutions.
- Drive financial growth for clients through strategic financial services.

This division is committed to upholding the core values of IMPERIUM while ensuring sustainable growth for both the organization and its clients.

Mission

To provide cutting-edge solutions, foster business growth, and contribute to the success of enterprises through innovative, ethical, and reliable services.

Vision

To be the preferred global partner for businesses seeking sustainable growth and technological excellence, while upholding IMPERIUM's core values.

Purpose

- **Empower Businesses:** Deliver transformative solutions that help businesses scale effectively.
- **Drive Innovation:** Provide advanced technological and operational solutions.
- **Promote Ethical Practices:** Ensure transparency, sustainability, and fairness in all operations.
- **Foster Partnerships:** Build long-term collaborations that create mutual value and growth.

Top Management and Organizational Structure

Executives and Leadership

1. **CEO (Chief Executive Officer):**
 - Responsible for overall leadership, strategy, and vision of IMPERIUM Official.
 - Oversees the management team and ensures alignment with organizational goals.
2. **COO (Chief Operating Officer):**
 - Manages daily operations and ensures efficient processes across departments.
 - Works closely with department heads to implement strategies.
3. **CFO (Chief Financial Officer):**
 - Manages financial planning, budgeting, and financial reporting.
 - Ensures financial sustainability and compliance with regulations.
4. **CTO (Chief Technology Officer):**
 - Leads technological innovation and oversees IT infrastructure.
 - Drives research and development of new products and services.
5. **CMO (Chief Marketing Officer):**
 - Develops marketing strategies and enhances brand presence.
 - Leads marketing campaigns, customer engagement, and public relations.

Managers and Employees

- **Department Managers:** Oversee specific business functions like HR, Sales, Operations, or Product Development.
- **Team Leads:** Manage teams, delegate tasks, and ensure the achievement of departmental goals.
- **Employees and Interns:** Contribute to project execution and ensure smooth day-to-day operations.

1. Hiring Process at IMPERIUM Official

Eligibility Criteria:

- Candidates must meet the qualifications and skill requirements for the respective roles.
- Preference is given to those with prior experience or relevant certifications.
- Freshers with strong potential and a learning mindset may also be considered.

Hiring Process:

1. Job Posting & Applications

- Openings are announced on the official website, LinkedIn, and other job portals.
- Internal recommendations and referrals are also considered.

2. Screening & Shortlisting

- HR reviews applications and shortlists candidates based on qualifications and experience.

3. Interviews & Assessments

- **First Round:** HR interview to assess culture fit and basic skills.
- **Technical Round:** A practical test or technical interview to evaluate expertise.
- **Final Round:** Discussion with the hiring manager or top executives.

4. Offer Letter & Onboarding

- Selected candidates receive an official offer letter with salary details and employment terms.
- Onboarding includes orientation, introduction to company policies, and training sessions.

2. Work Commitment at IMPERIUM Official

- All employees must adhere to deadlines and assigned tasks with full dedication.
- Flexible working hours are allowed, but productivity and quality of work must be maintained.

- Employees must maintain professionalism, integrity, and transparency in their work.
 - Unauthorized absence for extended periods without valid reasons may lead to disciplinary action.
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3. Internships at IMPERIUM Official

- IMPERIUM Official offers internships in various fields such as technology, media, finance, and business management.
- Interns gain hands-on experience through real-world projects under expert guidance.
- Successful completion may lead to full-time employment opportunities.

Internship Process:

1. **Application & Selection:**

- Candidates apply through IMPERIUM's official platform.
- Selection is based on skills, interest, and project availability.

2. **Internship Tenure:**

- Duration varies from **1 month to 6 months**, depending on the project.

3. **Performance Evaluation & Certification:**

- Interns receive feedback and a performance evaluation.
 - Certificates and recommendation letters are provided upon successful completion.
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4. Resignation & Termination Policy

Resignation Process:

- Employees must serve a **30-day notice period** unless otherwise stated in their contract.
- A formal **resignation letter** must be submitted to the **HR department** specifying the reason for resignation.
- An **exit interview** will be conducted to gather feedback, address any concerns, and ensure a smooth knowledge transfer.
- Employees must complete all pending tasks and properly hand over responsibilities before the last working day.

Process for Obtaining a Letter of Recommendation (LOR) and Experience Letter:

1. Eligibility for Experience Letter:

- An **experience letter** will be issued to employees who have completed a minimum of **2 months of employment** at IMPERIUM Official.
- The letter will include the employee's **designation, tenure**, and a brief overview of their responsibilities and contributions.
- Employees who leave before completing **2 months** will not be eligible for an experience letter.

2. Eligibility for Letter of Recommendation (LOR):

- Employees who have made **significant contributions** during their tenure may request a **Letter of Recommendation**.
- To be eligible for a LOR, the employee must meet one of the following criteria:
 - **Completed a minimum of 6 months** with IMPERIUM Official.
 - **Demonstrated exceptional performance or contribution** to projects, even if their tenure was less than 6 months.
- The **LOR will be contribution-based** and assessed based on the impact and quality of their work.

3. Application Process for LOR and Experience Letter:

- After submitting a resignation letter, employees may formally request an **Experience Letter** and/or **LOR** through the HR department.
- The **Reporting Manager and HR** will evaluate the employee's performance and contributions.
- In case of significant contributions, a **recommendation** for LOR will be sent to senior management for approval.
- The approved LOR and Experience Letter will be issued within **7 working days** after the employee's last working day.

4. Denial of LOR or Experience Letter:

- Employees terminated due to:

- **Breach of company policies**
- **Non-performance or consistent underperformance**
- **Unethical conduct or misconduct**
- **Violation of IMPERIUM's mission and values**
will not be eligible for a LOR or an experience letter.
- Any employee with unresolved **compliance issues** or pending legal matters will not receive the documents until the issues are resolved.

5. Appeal Process:

- If an employee believes they have been unfairly denied a LOR or Experience Letter, they may submit a written appeal to the **HR Appeals Committee** within **10 working days** of receiving the denial notification.
 - The committee will conduct a review and make a final decision within **15 working days**.
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5. Intellectual Property (IP) Developed by Employees

- Any **innovation, research, software, content, or intellectual property (IP) developed** by employees during their tenure at IMPERIUM remains the property of IMPERIUM Official.
 - Employees may receive **recognition, incentives, or profit-sharing** based on their contribution to major innovations.
 - If an employee wishes to use IMPERIUM-developed IP after leaving, a licensing agreement must be negotiated.
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6. Media Policy of IMPERIUM Official

The **Media Policy** of **IMPERIUM Official** establishes clear guidelines on how employees, executives, and representatives engage with external media, ensuring the company's reputation, confidentiality, and branding are maintained.

6.1 Confidentiality and Information Sharing

- Employees and executives are strictly prohibited from sharing or discussing **confidential company information** on social media, public platforms, or through any other unauthorized channels.
 - Confidential information includes, but is not limited to:
 - Financial data
 - Business strategies and plans
 - Unannounced partnerships or products
 - Internal communications and operational matters
 - Client and vendor details
 - Legal and regulatory matters
 - Any media-related disclosure must receive **prior written approval** from the **PR Department** or the authorized leadership team.
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6.2 Authorized Spokespersons

- Only designated personnel such as the **Media Team**, **PR Executives**, or approved company representatives are permitted to engage in official communications with the media.
 - Statements on behalf of IMPERIUM Official, including interviews, public comments, or press releases, must be **pre-approved** and aligned with the company's **communication strategy**.
 - Employees approached by media representatives must refer them to the **PR Department** without making any comments or providing unofficial statements.
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6.3 Social Media Conduct

- Employees representing IMPERIUM on social media must adhere to the company's **Social Media Guidelines** and maintain a respectful, responsible, and professional tone.

- **Personal social media accounts** should not be used to post negative, harmful, or defamatory remarks about the company, its employees, clients, or competitors.
 - Employees are encouraged to:
 - **Promote IMPERIUM's values** and achievements in a positive manner.
 - Refrain from engaging in public arguments or responding negatively to criticism related to the company.
 - Disclose affiliations with IMPERIUM when discussing relevant topics, ensuring transparency.
 - Content that could damage IMPERIUM's **reputation** or **brand identity** is strictly prohibited.
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6.4 Brand Representation

- When representing IMPERIUM on public platforms, employees must follow **Branding and Communication Guidelines**.
 - Use of IMPERIUM's **logos**, **taglines**, and **visual assets** must comply with approved branding policies.
 - Misrepresentation or unauthorized use of IMPERIUM's name for personal gain or endorsement is strictly prohibited.
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6.5 Crisis Management and Media Response

- In the event of a crisis, all external communications will be handled by the **Crisis Management Team** or the designated spokesperson.
 - Employees are not permitted to respond to negative publicity, media inquiries, or crisis-related discussions on public platforms.
 - All internal and external messages will follow a unified and carefully crafted narrative to minimize damage to IMPERIUM's reputation.
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6.6 Monitoring and Compliance

- IMPERIUM reserves the right to **monitor** public content for any breach of the media policy.
 - Violations of this policy may result in **disciplinary action**, including termination, legal action, or other consequences based on the severity of the breach.
 - Employees are encouraged to report any unauthorized media disclosures or concerns to the **HR Department** or **Compliance Team**.
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7. Client Handling Policy

- All **client communications must be professional, transparent, and respectful**.
 - Employees must **maintain confidentiality** regarding client projects and data.
 - **Project Deliverables:**
 - Work must be delivered as per agreed timelines and quality standards.
 - Any project delay must be communicated in advance with valid reasons.
 - **Dispute Resolution:**
 - Any issues or conflicts with clients must be reported to management immediately.
 - IMPERIUM aims to resolve conflicts professionally while maintaining client relationships.
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8. Associates of IMPERIUM Official

- IMPERIUM collaborates with **strategic partners, vendors, freelancers, and industry experts**.
- Associates must comply with IMPERIUM's policies and **non-disclosure agreements (NDAs)**.
- Any breach of contract or unethical conduct by an associate may lead to contract termination.
- Associates must **align their services** with IMPERIUM's values and quality standards.

IMPERIUM Trust - Code of Conduct

(A Subsidiary of IMPERIUM Org.)

1. Introduction to IMPERIUM Trust

IMPERIUM Trust is the **community division** and a **subsidiary of IMPERIUM Org.**, dedicated to societal betterment through impactful initiatives in education, healthcare, and social welfare. By empowering individuals and fostering collaboration, IMPERIUM Trust aims to create a sustainable and inclusive society.

As a subsidiary, **IMPERIUM Trust** operates under the strategic guidance of **IMPERIUM Org.** while maintaining autonomy in executing community-based initiatives. It aligns with the overarching mission and vision of the parent organization, ensuring its activities contribute to the shared goal of empowering communities and driving meaningful social impact.

This **Code of Conduct** serves as a comprehensive guide for all members, volunteers, leaders, and stakeholders associated with IMPERIUM Trust. It defines ethical standards, operational guidelines, and responsibilities to ensure transparency, accountability, and alignment with the organization's mission.

2. Mission, Vision, and Purpose

Mission:

To create a significant social impact through community-driven initiatives by offering free education, promoting health and wellness, and supporting environmental sustainability.

Vision:

To be a leading organization that empowers communities and fosters sustainable development, ensuring equitable opportunities for all.

Purpose:

- Provide free skill-based education and certification programs.

- Organize medical camps, blood donation drives, and health awareness campaigns.
 - Lead environmental sustainability projects like clean-up drives and tree plantations.
 - Collaborate with institutions, NGOs, and governments to maximize social impact.
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3. Structure and Governance

IMPERIUM Trust operates under the leadership of the **Founder/Chairperson** of **IMPERIUM Org.** The structure includes administrative and operational leadership to ensure efficient management.

Administrative Roles

1. Trustees:

- The governing body responsible for providing strategic direction and ensuring the trust's mission is upheld.
- Approves policies, budgets, and major decisions.
- Ensures financial transparency and regulatory compliance.

2. Community Head:

- Oversees all operations within IMPERIUM Trust.
- Reports directly to the Founder/Chairperson and Trustees.
- Ensures alignment with organizational goals and effective implementation of initiatives.

3. Department Heads:

- Lead the **Education**, **Medical**, and **Social** departments.
- Responsible for planning, executing, and managing initiatives within their respective departments.
- Submit progress reports to the Community Head.

4. Regional Heads:

- Manage operations in specific geographical areas.

- Ensure successful execution of projects on a local level.
- Liaise with department heads and report progress to the Community Head.

5. Administrative Officers:

- Provide operational and logistical support to departments.
- Manage documentation, event coordination, and communication.
- Ensure compliance with policies and procedures.

6. Finance Officer:

- Manages budgets, tracks expenses, and ensures transparent financial reporting.
- Works closely with Trustees to oversee financial matters.

7. Legal Advisor:

- Ensures compliance with legal requirements and handles contracts, agreements, and documentation.

Operational Roles

1. Committees:

- Formed under specific departments for focused projects.
- Handle event planning, partnerships, and community outreach.

2. Volunteers and Members:

- Contribute to on-ground implementation of projects.
- Engage in awareness campaigns, event management, and training programs.

3. Advisors and Mentors:

- Experienced individuals who provide subject matter expertise to enhance the impact of projects.

4. Departments and Committee Formation

Departments:

IMPERIUM Trust consists of three primary departments:

1. **Education Department:** Provides free education, skill-based workshops, webinars, and certifications.
2. **Medical Department:** Conducts medical camps, awareness drives, and healthcare services.
3. **Social Department:** Leads environmental initiatives, cleanup drives, and community service projects.

Committee Formation:

- Committees may be established under any department for specific events, initiatives, or operational purposes.
- Committees will be formed through nominations and approvals from the **Community Head**.
- Every committee must maintain detailed reports of its activities.

5. Volunteer and Membership Application

- Volunteers and members can apply through the official **IMPERIUM Trust website** or during recruitment drives.

- Applicants must provide accurate information and submit required documents.
- Selection is based on alignment with IMPERIUM Trust's mission and values.
- Volunteers will receive certificates for active participation and contributions.

Membership Types:

- **Active Members:** Participate in initiatives and contribute consistently.
 - **Passive Members:** Provide financial or resource support without direct involvement.
 - **Core Volunteers:** Lead projects and contribute significantly.
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6. Roles and Responsibilities

Founder/Chairperson:

- Holds the authority to create or dissolve departments and committees.
- Approves partnerships, major initiatives, and policies.

Trustees:

- Provide guidance and ensure compliance with the Code of Conduct.
- Manage financial oversight and transparency.

Community Head:

- Leads all operational functions within the community division.
- Ensures alignment with IMPERIUM Trust's goals.

Department Heads and Committee Leads:

- Manage day-to-day activities of their respective departments.
- Report progress to the Community Head.

Volunteers and Members:

- Actively participate in community events and follow ethical conduct.
 - Maintain respect and integrity while representing IMPERIUM Trust.
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7. Finance Management and Usage

- **Transparency:** All funds collected and spent will be documented and audited regularly.
 - **Purposeful Spending:** Finances will solely be used for community initiatives, resources, and operational costs.
 - **Budget Approval:** Department budgets will be reviewed and approved by the Community Head and Trustees.
 - **Accountability:** Misuse of funds will lead to strict disciplinary action.
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8. Donations and Revenue Sources

- IMPERIUM Trust accepts **monetary donations, sponsorships, and in-kind contributions**.
 - Revenue may also be generated from paid workshops, events, or collaborations that align with the mission.
 - A **donor acknowledgment process** will be maintained to recognize contributions.
 - Donors will receive regular reports on the utilization of funds.
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9. Resource Management and Utilization

- All resources (e.g., medical supplies, educational materials, equipment) must be used responsibly.
- Inventory records will be maintained for accountability.
- Misuse or wastage of resources will result in disciplinary action.

10. Sustainability and Environmental Responsibility

- IMPERIUM Trust is committed to conducting events in an environmentally friendly manner.
- Preference will be given to sustainable practices in all operations.
- Volunteers are encouraged to adopt eco-friendly habits and promote environmental awareness.

11. Partnerships and Collaborations

- Collaborations with NGOs, institutions, or governments must align with IMPERIUM Trust's goals.
- The Community Head and Trustees must approve all partnerships.
- Partners will be evaluated based on their ethical standards and contributions.

12. Code of Ethics

All members of IMPERIUM Trust are expected to:

- Maintain **integrity, honesty, and respect**.
- Commit to **transparent and ethical conduct**.
- Refrain from any form of **discrimination or harassment**.
- Ensure all decisions benefit the community and serve the organization's mission.

13. Resignation, Termination, and Disciplinary Actions

- Volunteers can resign with a **15-day notice**.

- Members violating the Code of Conduct may face disciplinary actions, including suspension or termination.
 - Trustees have the authority to investigate and make final decisions on serious violations.
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14. Recognition and Rewards

- Volunteers and members making outstanding contributions will receive:
 - **Certificates of Appreciation**
 - **Performance Awards**
 - **Public Recognition** through events or publications
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15. Conflict Resolution

- Conflicts will be addressed through a **three-tier system**:
 1. **Committee Mediation**: Initial attempt at resolution within the respective committee.
 2. **Department-Level Resolution**: Escalation to the Department Head if unresolved.
 3. **Trustee Panel Review**: Final decision made by the Trustees if further escalation is needed.
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16. Privacy and Data Protection

- Personal information of volunteers, donors, and beneficiaries will be handled with utmost confidentiality.
- IMPERIUM Trust will comply with applicable data protection laws.

17. Amendments to the Code of Conduct

- This Code of Conduct is a **living document**.
- The **Founder/Chairperson** and the **Trustees** hold the right to amend, update, or modify it as required.
- All changes will be communicated through official channels.

IMPERIUM Ventures - Code of Conduct

(A Subsidiary of IMPERIUM Org.)

1. Introduction to IMPERIUM Ventures

IMPERIUM Ventures is the **business ventures and startup division** of **IMPERIUM Org.**, established to nurture and support entrepreneurial initiatives. It operates as a **subsidiary of IMPERIUM Org.**, providing startups and business ventures with mentorship, funding opportunities, technological support, and market access. IMPERIUM Ventures fosters innovation by empowering founders and companies to scale their ideas into successful enterprises.

This **Code of Conduct** serves as a comprehensive guide for all business partners, founders, executives, employees, and stakeholders associated with IMPERIUM Ventures. It outlines the ethical standards, operational responsibilities, and governance structures required to ensure transparency, accountability, and alignment with the mission and vision of IMPERIUM Org.

2. Mission, Vision, and Purpose

Mission:

To accelerate innovation and support the growth of startups and business ventures by providing resources, mentorship, and an entrepreneurial ecosystem that fosters success.

Vision:

To be the leading business accelerator, empowering innovators and entrepreneurs to create sustainable businesses that contribute to economic growth and social progress.

Purpose:

- Provide a platform for startups to access capital, mentorship, and resources.
 - Foster collaboration between innovators, investors, and industry leaders.
 - Promote sustainable business practices.
 - Support research, innovation, and technology-driven solutions.
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3. Structure and Governance

IMPERIUM Ventures operates under the strategic leadership of the **Founder/Chairperson** of **IMPERIUM Org.** The structure ensures transparent decision-making and efficient management.

Administrative Roles

1. Board of Directors:

- Responsible for overseeing the overall operations of IMPERIUM Ventures.
- Comprises representatives from IMPERIUM Org., investors, and industry experts.

2. Division Chairperson:

- Appointed by the **Founder/Chairperson of IMPERIUM Org.**
- Responsible for making strategic decisions, approving partnerships, and ensuring operational alignment with IMPERIUM's goals.

3. Venture Heads:

- Lead individual business ventures or startup portfolios.
- Responsible for business growth, operational management, and compliance.

4. Finance and Legal Teams:

- Ensure transparent financial operations and legal compliance.
- Manage contracts, investments, and intellectual property rights.

5. Advisory Board:

- Composed of industry experts and experienced entrepreneurs.
 - Provides mentorship and strategic guidance to startups.
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4. Creation and Management of Ventures

4.1 Formation of Ventures

The establishment of new ventures under **IMPERIUM Ventures** follows a structured process to ensure alignment with IMPERIUM's mission, values, and long-term goals.

Step 1: Proposal Submission

- Innovators, entrepreneurs, or internal teams may submit a detailed proposal for a new venture.
- The proposal must include:
 - **Business Plan:** Detailed objectives, target market analysis, product or service details, and financial projections.
 - **Market Analysis:** Assessment of competition, market demand, and growth potential.
 - **Financial Forecast:** Expected revenue, expenses, and funding requirements.
 - **Resource Requirements:** Infrastructure, technological, and human resource needs.

Step 2: Initial Evaluation

- A dedicated **Evaluation Committee** comprising IMPERIUM's leadership, including the Division Chairperson and relevant executives, will assess the proposal.
- Evaluation criteria include:
 - Viability and feasibility of the business idea.
 - Alignment with IMPERIUM's mission and goals.
 - Market potential and scalability.
 - Financial sustainability.

Step 3: Approval Process

- Upon receiving positive feedback from the Evaluation Committee, the proposal is forwarded to the **Founder/Chairperson** for final approval.
- Terms of the venture, including equity share, funding, and resource allocation, will be established during this stage.

4.2 Partnerships with External Innovators

When external innovators propose a startup idea, IMPERIUM Ventures may enter into a **Partnership Agreement** under the following conditions:

- **Evaluation:** The idea undergoes a thorough evaluation based on the proposal submission and assessment process.
- **Mutual Agreement:** IMPERIUM Org. and the innovators will negotiate and agree upon:
 - **Equity Stake:** IMPERIUM will acquire a percentage of equity in exchange for resources and support.
 - **Resource Allocation:** Access to infrastructure, funding, research support, and mentorship will be provided.
 - **Roles and Responsibilities:** IMPERIUM employees may contribute to the venture as mentors, advisors, or operational support.

Note: All partnerships will be governed by a legally binding contract specifying ownership rights, intellectual property management, and operational guidelines.

4.3 Resource Allocation

IMPERIUM Ventures ensures startups have access to the necessary resources to maximize their chances of success. This includes:

- **Financial Support:** Seed funding, investment opportunities, and financial planning assistance.
 - **Infrastructure:** Access to workspaces, research labs, and technological tools.
 - **Mentorship and Guidance:** Industry experts, legal advisors, and financial consultants for strategic mentorship.
 - **Operational Support:** Assistance in areas like marketing, HR, legal compliance, and IT services.
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4.4 Ownership and Control

- IMPERIUM Org. retains **ownership and control** over ventures created under IMPERIUM Ventures unless otherwise specified in agreements.
 - **Intellectual Property (IP)** developed within the venture remains the property of IMPERIUM, unless specific contracts assign different ownership rights.
 - In cases of shared ownership, IMPERIUM reserves rights for the continued use of IP, even if the venture exits the IMPERIUM ecosystem.
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4.5 Performance Evaluation

To ensure ventures meet expectations, a periodic performance evaluation process is conducted:

- **Quarterly Reviews:** Startups submit detailed reports on financial performance, operational progress, and challenges.
- **Key Performance Indicators (KPIs):** Metrics such as revenue growth, market expansion, and customer satisfaction are evaluated.
- **Mentor Feedback:** Regular feedback from assigned mentors and advisors is considered.
- **Alignment Check:** Continuous assessment to ensure the venture aligns with IMPERIUM's goals and values.

Outcomes of Evaluation:

- **Support Expansion:** Ventures demonstrating strong performance may receive additional funding and resource support.
 - **Strategic Adjustments:** Struggling ventures may receive targeted mentorship and revised strategies.
 - **Termination:** In extreme cases, ventures failing to meet agreed milestones or acting against IMPERIUM's values may be dissolved, subject to contract terms.
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5. Ethical Conduct and Responsibilities

All stakeholders of IMPERIUM Ventures are expected to:

- **Uphold Integrity:** Conduct all business activities with honesty, transparency, and professionalism.
 - **Respect Intellectual Property:** Ensure that all innovations, research, and proprietary information are protected and respected.
 - **Promote Ethical Business Practices:** Maintain fair competition and follow regulatory standards.
 - **Ensure Financial Responsibility:** Maintain accurate financial records and ensure responsible financial management.
 - **Protect Confidentiality:** Safeguard confidential information of IMPERIUM Ventures and its partners.
 - **Comply with Legal Requirements:** Abide by all applicable laws and regulations.
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6. Startups and Partner Companies' Code of Conduct

1. Alignment with IMPERIUM's Values:

- All startups and partner companies operating under IMPERIUM Ventures must align with the mission, vision, and ethical values of IMPERIUM Org.

2. Transparency and Accountability:

- Regular financial reports, project updates, and milestone reports must be submitted to IMPERIUM Ventures.

3. Brand Representation:

- Startups using the IMPERIUM name must uphold the brand's reputation.
- Unauthorized use of the IMPERIUM name, logo, or branding is strictly prohibited.

4. Termination of Partnership:

- Partnerships may be terminated if a venture engages in unethical conduct, violates agreements, or consistently underperforms.
 - Decisions regarding termination will be made by the Division Chairperson in consultation with the Board of Directors.
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7. Financial Management and Revenue

1. Revenue Generation:

- IMPERIUM Ventures generates revenue through equity investments, profit-sharing, service fees, and strategic partnerships.

2. Profit Sharing:

- Profits are distributed based on the equity structure and partnership agreements.
- IMPERIUM Org. retains a share of profits for reinvestment into other ventures and community initiatives.

3. Financial Oversight:

- Financial reports are audited periodically to ensure transparency and compliance.
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8. Dispute Resolution

In the event of a dispute between IMPERIUM Ventures and a startup, partner, or investor, the following steps shall be followed:

1. **Negotiation:** Both parties shall engage in direct negotiation to reach a mutual resolution.
2. **Mediation:** If negotiation fails, a neutral mediator will be appointed to facilitate resolution.
3. **Arbitration:** As a last resort, arbitration will be conducted as per the terms outlined in the contractual agreement.

9. Amendments to the Code of Conduct

This Code of Conduct is subject to periodic review and may be amended by the **Founder/Chairperson of IMPERIUM Org.** in consultation with the Board of Directors of IMPERIUM Ventures.

All amendments will be communicated to relevant stakeholders, and compliance with the updated code will be mandatory.

IMPERIUM LEGAL – The Legal Division of IMPERIUM Org.

(The Fourth Official Division of IMPERIUM)

Introduction

IMPERIUM LEGAL is the fourth official division of **IMPERIUM Org.**, established as the central legal authority for the organization. This division ensures that every activity within IMPERIUM — from internal decisions to external partnerships — is legally sound, ethically guided, and fully aligned with the organization's values and Code of Conduct.

Purpose and Scope

IMPERIUM LEGAL exists to:

- Manage all **legal operations and documentation** across every division of IMPERIUM Org.
 - Oversee all **registrations, contracts, and regulatory filings** (including new companies, community programs, and ventures).
 - Serve as the **internal grievance redressal and compliance body**, enabling members to contest or question decisions taken by leadership in any division.
 - **Protect and uphold the IMPERIUM Code of Conduct**, ensuring every person, policy, and partner respects its principles.
 - **Oversee legal compliance of associates** (vendors, freelancers, third-party collaborators, etc.) connected to IMPERIUM.
 - Offer **legal assistance and support** in matters strictly related to IMPERIUM Org., its initiatives, and its subdivisions.
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Structure and Governance

- Headed by a **Chairman of IMPERIUM Legal**, appointed by the **Founder/Chairperson of IMPERIUM Org.**
 - Divided into multiple legal teams, with each team dedicated to supporting:
 - The Company Division
 - The Community Division (IMPERIUM Trust)
 - The Ventures & Startup Division (IMPERIUM Ventures)
 - Internal Compliance & Grievance Cell
 - May include **legal advisors, compliance officers, documentation specialists, and research analysts.**
 - Reports directly to the **IMPERIUM Org. Board** and operates under its supervision.
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Core Responsibilities

1. Legal Documentation and Compliance

- Drafting and verifying MoUs, NDAs, contracts, registrations, and all official documents.
- Ensuring all divisions operate within the legal framework applicable to their activities.
- Assisting in legal registration of companies, ventures, community branches, and other organizational arms.

2. Enforcement of the IMPERIUM Code of Conduct

- Ensuring that all policies, decisions, and behaviors across divisions strictly follow the **IMPERIUM Code of Conduct.**
- Investigating violations of the Code and advising on corrective action.
- Educating leaders and members about legal and ethical expectations under the Code.

3. Associate Oversight

- Reviewing agreements with **vendors, freelancers, and third-party associates** connected to IMPERIUM.
- Ensuring that all associates uphold the same ethical, legal, and branding standards as internal divisions.
- Maintaining records and compliance reports for all active associates.

4. Legal Redressal & Advisory

- Serving as the primary platform for **raising legal concerns or challenging decisions** made by any division.
- Offering legal guidance to internal stakeholders when issues are directly related to IMPERIUM operations.
- Supporting ventures and community leaders in navigating organizational legal matters.

5. Accountability and Oversight

- All actions taken by IMPERIUM Legal are subject to **review by the Org. Board**.
- If any **bias, misconduct, or negligence** is found within the legal division, the Org. Board holds full authority to take disciplinary or restructuring decisions.
- The division is subject to **routine internal audits** and compliance checks.

Conclusion

IMPERIUM LEGAL is the **guardian of IMPERIUM's legal integrity and ethical framework**. It protects the rights of all members, ensures lawful conduct across operations, and upholds the very foundation upon which IMPERIUM is built — one of transparency, fairness, justice, and purpose. Every policy, partnership, and person acting under the IMPERIUM name shall be legally supported, ethically advised, and held accountable by this division.