ZENTRIQ INTEGRITY LAYER MAPPING SHEET

Ensuring Comprehensive Integrity and Risk Management Across All Layers

The **Integrity Layer Mapping Sheet** helps ensure that the company's operations are checked for integrity across four essential layers: **Financial**, **Digital**, **Human**, and **Cultural**. This systematic approach to mapping integrity ensures that every process and relationship within the company is aligned with regulatory standards, ethical practices, and ZENTRIQ principles.

Integrity Layers Overview

Each layer represents a distinct domain of integrity that must be verified and documented. These layers work together to form a holistic view of the company's operational integrity and compliance status.

1. Financial Integrity

Ensures that financial transactions, records, and reporting are accurate, compliant, and transparent.

2. Digital Integrity

Ensures the security, transparency, and compliance of digital systems and data management practices.

3. Human Integrity

Ensures that the company's human resources processes are fair, compliant, and free from any unethical practices.

4. Cultural Integrity

Ensures that the company's culture, internal practices, and external relationships align with ethical and regulatory standards, promoting fairness, inclusivity, and transparency.

Integrity Layer Mapping Sheet Template

Integrity Layer	Objective	Key Tasks and Actions	Responsible Role	Verification Method
1. Financial Integrity	Ensure accuracy and transparency of financial data.	- Review financial statements for accuracy. - Verify all tax filings and compliance reports. - Reconcile financial accounts.	Financial Operator (Controller)	- Cross-check with audit reports. - Verify with external auditors.
2. Digital Integrity	Ensure security and compliance of digital assets.	- Perform data security audits. - Verify access controls and encryption standards. - Ensure compliance with GDPR.	IT Manager / Digital Officer	- Review system logs. - Conduct vulnerability assessments.
3. Human Integrity	Ensure fair treatment of employees and compliance with labor laws.	- Conduct background checks. - Review employee contracts for compliance. - Assess adherence to workplace safety regulations.	HR Manager / Risk Verifier (Investigator)	- Cross-check with compliance documentation. - Review employee satisfaction surveys.
4. Cultural Integrity	Ensure alignment with ethical, inclusive, and transparent company culture.	- Review code of conduct. - Assess internal communication practices. - Ensure diversity and inclusion policies are followed.	Legal Representative / Compliance Officer	- Conduct surveys on workplace culture. - Review employee feedback channels.

1. Financial Integrity

Objective:

Ensure that financial transactions, reports, and records are accurate, transparent, and fully compliant with ZENTRIQ standards, regulatory frameworks, and internal policies.

Key Tasks and Actions:

- **Review Financial Statements:** Ensure all income, expenses, assets, and liabilities are accurately recorded and reconciled.
- **Tax Filing Verification:** Confirm that all taxes, including VAT and corporate taxes, have been properly filed and paid.
- **Expense Verification:** Cross-check all significant expenditures against budget allocations and authorized transactions.

Verification Method:

- Cross-check the integrity of financial statements using internal audit reports.
- External audit verification to ensure transparency and regulatory compliance.

2. Digital Integrity

Objective:

Ensure the security, privacy, and compliance of the company's digital systems, data management practices, and online communications.

Key Tasks and Actions:

- **Security Audits:** Perform regular cybersecurity assessments and penetration testing on internal and external systems.
- **Access Control Verification:** Ensure that only authorized personnel have access to sensitive data and systems.
- **Data Privacy Compliance:** Confirm compliance with GDPR and other applicable data protection regulations.

Verification Method:

- Review system access logs and audit trails.
- Perform regular security vulnerability assessments and penetration tests.
- Ensure compliance with digital privacy regulations through internal and external reviews.

3. Human Integrity

Objective:

Ensure that the company's human resource practices are ethical, compliant with labor laws, and focused on employee well-being.

Key Tasks and Actions:

- **Background Checks:** Conduct background checks for new hires to ensure compliance with anti-corruption and anti-fraud policies.
- **Employee Contracts Review:** Verify that all employee contracts comply with relevant labor laws and company policies.
- **Workplace Safety and Equality:** Ensure compliance with workplace safety regulations and confirm the implementation of diversity and inclusion policies.

Verification Method:

- Cross-check with the company's compliance documentation and employee records.
- Review the results of employee satisfaction surveys and workplace culture assessments.

4. Cultural Integrity

Objective:

Ensure that the company's culture, internal communications, and relationships reflect ethical standards, transparency, and inclusivity.

Key Tasks and Actions:

- **Review Code of Conduct:** Ensure that the company's code of conduct aligns with ethical and legal standards.
- **Internal Communications Review:** Assess the transparency and clarity of communication from leadership to employees.
- **Diversity and Inclusion Review:** Evaluate the company's policies and practices regarding workplace diversity and inclusion.

Verification Method:

- Conduct employee surveys on workplace culture and inclusivity.
- Review feedback mechanisms, such as employee suggestion boxes and complaint channels.
- Assess training programs on ethics, diversity, and inclusion.

Final Notes

Audit and Review Process:
At the end of each quarter, the **Integrity Layer Mapping Sheet** should be reviewed in detail by the relevant responsible roles (Financial Operator, Risk Verifier, IT Manager, HR Manager, and Legal Representative).

Any discrepancies or areas of improvement should be documented, and corrective actions should be outlined.

Documentation and Certification:
Once all integrity layers are verified and the review process is complete, a final integrity certification should be issued, confirming that the company complies with ZENTRIQ's standards.