

**TAKSHAY LABS PRIVATE LIMITED**

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# **Governance, Transparency and Accessibility Policy**

*Issued by*

**Takshay Labs Private Limited**

**Registered Office:**

No. 3, 6th B Main Road, N S Palya  
BTM Layout, Bengaluru Urban  
Karnataka 560076, India

**Effective Date: 21 January 2026**

**Policy Version: 1.0**

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*This document forms part of the governance framework applicable to the Takshay website and related digital infrastructure.*

## Document Control

Field	Details
Document Title	Governance, Transparency and Accessibility Policy
Issuing Entity	Takshay Labs Private Limited
Version	1.0
Effective Date	21 January 2026
Approved By	Management
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## 1 Institutional Governance and Transparency

### 1.1 Purpose and Scope

This Policy establishes the institutional commitments and governance standards of Takshay Labs Private Limited (the "Company") with respect to the responsible deployment of technology, the governance of artificial intelligence systems, the administration of the Company's website infrastructure, and the provision of equitable digital access.

This Policy applies to the Company's website and all related digital operations, platforms, and services maintained or operated by the Company. It is to be read in conjunction with the Company's Privacy and Data Protection Policy and any other applicable governance documentation forming part of the Company's regulatory compliance framework.

The Company acknowledges its obligations under applicable Indian law, including the Digital Personal Data Protection Act, 2023, the Information Technology Act, 2000, and the Information Technology (Intermediary Guidelines and Digital Media Ethics Code) Rules, 2021, and affirms that this Policy reflects those obligations in the context of its digital operations.

### 1.2 Identification of Issuing Entity

This Policy is issued by:

- Name: Takshay Labs Private Limited
- Registered Office: No. 3, 6th B Main Road, N S Palya, BTM Layout, Bengaluru Urban, Karnataka 560076, India
- Website: [www.takshay.in](http://www.takshay.in)
- Contact Email: [info@takshay.com](mailto:info@takshay.com)

The Company is incorporated under the Companies Act, 2013, and operates within the regulatory jurisdiction of the Republic of India.

### 1.3 Policy Amendment Authority

The authority to approve, amend, or revoke this Policy is vested exclusively in the Company's authorised governance authority, being the Management of Takshay Labs Private Limited or such person or committee as may be designated by Management for this purpose. No amendment to this Policy shall be effective without such authorisation. Amendments shall be published on the Website and the effective date of any amendment shall be clearly indicated in the document control section of the revised Policy.

## 2 Responsible Use of Artificial Intelligence

### 2.1 Operational Deployment of AI Tools

The Company utilises various artificial intelligence technologies in the course of its internal operations. Such technologies may include, but are not limited to:

- Large language models (LLMs) used to support research, drafting, and analytical tasks;
- Generative AI systems used to assist in the preparation of documentation and operational content;
- AI-assisted research tools used to aggregate, synthesise, or analyse information for internal purposes.

The Company employs multiple AI technologies across different operational functions as appropriate. No single AI platform constitutes the exclusive operational system of the Company, and the specific

tools deployed may be updated or substituted over time in accordance with operational requirements and applicable standards.

## 2.2 Scope and Limitations of AI Use

Artificial intelligence systems are deployed by the Company solely to augment and support human work. Such systems are not authorised to act autonomously on behalf of the Company, and no AI system exercises independent decision-making authority in respect of matters affecting external users, clients, or third parties.

The Company hereby confirms that the Website does not deploy automated decision-making systems of any kind that produce legal or similarly significant effects on individuals. All operational decisions of consequence are made by authorised human personnel of the Company.

## 2.3 Prohibition on AI Processing of Personal Data

The Company categorically affirms that Personal Data submitted through the Website by any Data Principal shall not be processed by external artificial intelligence tools or platforms. Personal Data received through the Website, including but not limited to names, email addresses, telephone numbers, and enquiry content, is managed exclusively within the Company's controlled data environment.

Artificial intelligence tools are deployed by the Company only in relation to non-personal, operational content, including the preparation of internal documentation, research materials, and publicly available institutional content. No Personal Data of users is transmitted to or processed by any AI system without the express knowledge and consent of the Data Principal, save where otherwise required by law.

## 2.4 Mandatory Human Editorial Oversight

All outputs generated through the use of artificial intelligence tools within the Company's operations are subject to mandatory human review and editorial oversight prior to any external publication or use. No AI-generated content is published on the Website or released externally without prior review and approval by an authorised human editor or member of the Company's team.

The Company maintains internal processes to ensure that AI-assisted outputs are evaluated for accuracy, factual correctness, legal compliance, and consistency with the Company's institutional standards before any such content is finalised or made available to the public.

## 2.5 Responsible and Ethical Technology Use

The Company undertakes that it shall not deploy artificial intelligence tools for any of the following purposes:

- Processing sensitive personal data in contravention of the Digital Personal Data Protection Act, 2023, or any other applicable law;
- Generating misleading, deceptive, or harmful content;
- Impersonating any individual, institution, or authority;
- Simulating or misrepresenting institutional authority, governmental functions, or professional credentials;
- Any other purpose that would constitute a contravention of applicable law or recognised ethical standards governing the use of artificial intelligence.

The Company acknowledges the evolving nature of AI governance standards and commits to reviewing and updating its internal AI use practices in line with developments in applicable law and regulatory guidance.

## 3 Website Technology Infrastructure

### 3.1 Cloud Hosting

The Company's Website is hosted on cloud infrastructure provided by Amazon Web Services, Inc. ("AWS"). AWS provides scalable, reliable hosting infrastructure pursuant to contractual service agreements, including AWS's standard terms of service and applicable data processing agreements. The Company selects and maintains its cloud infrastructure with reference to established standards of security, availability, and data protection.

Pursuant to Section 11 of this Policy's companion document, the Privacy and Data Protection Policy, cross-border data flows arising from the use of cloud infrastructure are subject to the provisions of the Digital Personal Data Protection Act, 2023, and such other applicable regulations as may be prescribed.

### 3.2 Content Management Platform

The Website operates on the WordPress content management system ("CMS"), a widely adopted open-source platform utilised for the administration and publication of web-based content. The Company has selected WordPress as its CMS with reference to its established suitability for accessibility compliance, security patch management, and content governance.

The Company maintains the Website CMS installation in accordance with current security best practices, including the timely application of security updates and the restriction of administrative access to authorised personnel.

### 3.3 Analytics and Cookie Technologies

The Website employs Google Analytics, a web analytics service provided by Google LLC, to measure and analyse user interaction with the Website. Analytics data collected through this service may include pages visited, session duration, referral sources, and device and browser information, as described in further detail in the Company's Privacy and Data Protection Policy.

Analytics cookies are deployed on the Website only upon the grant of valid, informed consent by the user in accordance with the cookie consent mechanism operated on the Website. Users who decline analytics cookies will not have their browsing behaviour tracked through this service.

Full details of the cookies used on the Website, including their categories, purposes, and applicable consent requirements, are set out in the Company's Privacy and Data Protection Policy.

## 4 Digital Accessibility

### 4.1 Institutional Commitment

The Company is committed to ensuring that the Website is accessible and usable by all individuals, including persons with disabilities. The Company recognises that equitable digital access is a matter of institutional responsibility and, where applicable, legal obligation. The Website has been designed and is maintained with the objective of removing barriers to access for users with visual, auditory, motor, cognitive, or other impairments.

### 4.2 Targeted Accessibility Standard

The Company targets compliance with the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA, as published by the World Wide Web Consortium (W3C). WCAG 2.1 Level AA represents an internationally recognised benchmark for digital accessibility and provides the framework against which the Company evaluates and improves the accessibility of the Website.

### 4.3 Current Accessibility Practices

The Company has implemented the following accessibility practices in the design and maintenance of the Website:

- Legible typography, including appropriate font sizes and line spacing to support readability;
- Adequate colour contrast ratios between foreground text and background elements, in accordance with WCAG 2.1 Level AA requirements;
- Responsive layout design enabling the Website to be accessed and used across devices of varying screen sizes and orientations;
- Semantic HTML structure utilising appropriate heading hierarchies, landmark elements, and descriptive labelling to support assistive technologies;
- Alternative text provided for non-decorative images to ensure that visual content is accessible to users of screen readers;
- Keyboard-navigable interfaces enabling users who are unable to use a pointing device to navigate and interact with all functional elements of the Website.

### 4.4 Accessibility Audit Status

The Company is in the process of conducting a formal accessibility audit against the WCAG 2.1 Level AA standard. The audit is being undertaken to identify any residual barriers to access and to prioritise remediation efforts. Identified accessibility issues are being addressed on a continuous basis, and improvements are being implemented as they are validated.

The Company acknowledges that full conformance with WCAG 2.1 Level AA may not be achieved in all respects at all times, and commits to making reasonable and sustained efforts towards that objective.

### 4.5 Continuous Accessibility Improvement

The Company monitors developments in international digital accessibility standards, including updates to the Web Content Accessibility Guidelines and related W3C technical guidance, as well as advances in assistive technology and applicable regulatory requirements. Accessibility enhancements will be implemented on the Website as they become technically feasible and operationally practicable.

The Company periodically reviews the accessibility of the Website with reference to the WCAG 2.1 Level AA standard and incorporates accessibility considerations into the planning and development of all future Website updates.

### 4.6 Accessibility Feedback Mechanism

The Company invites users of the Website who encounter accessibility barriers, or who require any content in an alternative format, to submit a report to the Company using the contact information specified below. The Company treats all accessibility feedback as a matter of institutional priority.

The Company undertakes to:

- Acknowledge receipt of accessibility feedback within ten (10) business days of submission;
- Investigate the reported accessibility barrier and assess the feasibility of remediation;
- Implement remediation where technically and operationally feasible, and communicate the outcome to the reporting user within a reasonable timeframe.

Accessibility feedback and enquiries may be directed to:

- Email: [info@takshay.com](mailto:info@takshay.com)
- Address: No. 3, 6th B Main Road, N S Palya, BTM Layout, Bengaluru Urban, Karnataka 560076, India

## 5 Policy Governance and Administration

### 5.1 Policy Authority

The authority to approve, revise, or revoke this Policy is vested in the governance leadership of the Company, being the Management of Takshay Labs Private Limited or such person or committee as may be formally designated for this purpose. No revision to this Policy shall take effect without the prior approval of the authorised governance authority.

This Policy shall be administered in conjunction with the Company's Privacy and Data Protection Policy and any other governance instruments forming part of the Company's institutional compliance framework. In the event of any inconsistency between this Policy and the Privacy and Data Protection Policy in relation to matters of data protection, the provisions of the Privacy and Data Protection Policy shall prevail.

### 5.2 Review Cycle

This Policy shall be subject to review upon the occurrence of any of the following:

- Any material change to applicable legal or regulatory requirements, including amendments to the Digital Personal Data Protection Act, 2023, the Information Technology Act, 2000, or any rules, regulations, or guidance issued thereunder;
- Any material change to the technology infrastructure of the Website, including changes to hosting provider, content management platform, or analytics and cookie technologies;
- Any operational development that materially affects the manner in which the Website is maintained, operated, or accessed by users;
- Any change in digital accessibility standards, including updates to the Web Content Accessibility Guidelines or applicable regulatory requirements relating to digital accessibility.

In addition to event-triggered reviews, the Company shall conduct a periodic review of this Policy on at least an annual basis to confirm its continued accuracy and relevance.

### 5.3 Effective Date

This Policy is effective from 21 January 2026. It supersedes any prior governance documentation or institutional statements issued by the Company with respect to the subjects covered herein.

The Company shall publish the current version of this Policy on the Website and shall ensure that the version control information set out in the Document Control table accurately reflects the effective date and version number of the published Policy.

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— End of Document —

Governance, Transparency and Accessibility Policy | Takshay Labs Private Limited | Version 1.0 | Effective 21 January 2026