HR COMPLIANCE • DIGITAL SIGNATURE • DOCUMENT MANAGEMENT

CONFLICT OF INTEREST (COI) & CODE OF CONDUCT (COC)

DISCLOSURE CASE STUDY

How Kleeto turns COI/COC disclosure into a paperless, vernacular-ready, Aadhaar eSigned and audit-ready employee workflow.

THE BUSINESS NEED

Conflict of interest (COI) and Code of Conduct (COC) declarations are recurring compliance activities. Kleeto digitizes the entire workflow - form configuration in multiple languages, employee notification, online completion, Aadhaar OTP-based signing, automated reminders and archival into the employee digital file.

01

Vernacular Forms

Configure COI/COC forms in languages suited to the employee population.

02

Aadhaar eSign

Employees complete and sign disclosures using secure Aadhaar OTP authentication.

03

Automated Follow-ups

Pending submissions can be chased through system-driven reminders rather than manual HR follow-up.

04

Archival & Access

Completed disclosures are stored against the employee record for controlled retrieval and audit readiness.

THE COMPLIANCE CHALLENGE

Why COI / COC disclosure becomes operationally heavy

The policy itself is usually simple. The complexity appears in execution: distributing the right form, making it understandable to employees, collecting signatures, following up on pending responses and producing evidence quickly when an audit begins.

MANUAL PROCESS

Paper and email dependency

Printing, wet signatures, scanning and re-uploading add avoidable steps to a recurring compliance activity.

ACCESSIBILITY

One language may not fit all

A uniform form can create friction across a diverse workforce. Vernacular options make the disclosure easier to understand and complete.

FOLLOW-UP

HR becomes the reminder engine

Teams spend time tracking who has completed the declaration, who is pending and who needs another reminder.

AUDIT

Evidence is spread across locations

When signed forms sit across inboxes, folders or paper files, compliance teams lose time assembling proof during audits.

BEFORE VS. WITH KLEETO

TRADITIONAL PROCESS	WITH KLEETO
Print / circulate / sign / scan /store	Online form + Aadhaar OTP eSign
Manual follow-up lists	Automated pending-submission reminders
Files stored in multiple locations	Signed disclosure attached to employee digital file
Audit preparation after the act	Searchable, controlled records maintained for audit readiness

THE KLEETO WORKFLOW

Four steps from policy disclosure to employee record

The workflow is designed so that HR teams are in control while making completion simple for employees. Each step moves the disclosure forward without introducing a separate paper trail.

01

Setup

Configure custom COI/COC forms in the system, including vernacular versions where required. Define the employee population and assign the appropriate access rights.

02

Notification

Employees receive automated notifications and the login details needed to access the disclosure workflow, based on the HR-provided employee list.

03

Execution & eSign

Employees complete the online declaration and digitally sign it through secure Aadhaar OTP-based authentication - without printing, wet signing or re-uploading.

04

Storage in Kleeto DMS

The signed disclosure is transferred to Kleeto and attached to the employee file, creating a centralized record that can be retrieved when compliance or audit teams need it.

PLATFORM FOUNDATION

AADHAAR ESIGN	AUTOMATED REMINDERS	ACCESS CONTROL	AUDIT TRAIL	EMPLOYEE Digital FILE

Kleeto positions Aadhaar eSign, employee file management, automated reminders, access controls and audit trails as core capabilities across its HR and Digital file management workflows.

BUSINESS IMPACT

What changes for HR and compliance teams

The value of digitizing COI/COC disclosure is not only the signature. The bigger improvement is creating a repeatable, traceable workflow in which completion status, signed evidence and employee records remain connected.

BENEFIT 01

Automated & Paperless

Replace physical forms and wet signatures with a digital disclosure and signing journey.

BENEFIT 02

Faster Completion

Employees can complete the form and sign it online without printing, scanning or re-uploading documents.

BENEFIT 03

Automated Follow-ups

Pending submissions can trigger reminders automatically, reducing the need for HR to chase employees manually.

BENEFIT 04

Audit Readiness

Signed declarations remain linked to employee records, helping teams retrieve evidence quickly and approach audits with less last-minute stress.

KEY TAKEAWAY

With Kleeto, COI and COC disclosure becomes a controlled digital record - configured once, completed online, eSigned securely, followed up automatically and stored in the employee Digital file.

Make every policy acknowledgement traceable from submission to audit.

Kleeto | Making Documents Intelligent

Explore Kleeto's DMS, HR workflows and Aadhaar eSign capabilities at

www.kleeto.in

REQUEST A DEMO

Capability references: Kleeto DMS, HR Teams, Employee Onboarding and Employee Offboarding pages (kleeto.in), reviewed September 2026.