



Infinite US Policies and Processes

Policies and Procedures are available on the Infinite intranet – SPANDAN, at <https://spandan.infinite.com>.

This online access to the policy and procedure documents is facilitated by ROOTZ, a proprietary Quality Management System developed in-house. We encourage you to explore this resource on an ongoing basis as content will continue to be updated or added, as necessary. Besides Policies and Procedures, these pages on Spandan will also provide information from Human Resources, Finance, and Administration. If you have questions about information therein, please contact the respective department.

Steps to access the policy and procedure documents are listed below:

- Step 1: Log on to - <https://spandan.infinite.com>
- Step 2: Select the tab: Policies & Procedures
- Step 3: Select ICS US in the drop down menu
- Step 4: Click on the Rootz button at the center bottom of the screen
- Step 5: Click on the Processes or Policies button
- Step 6: Select and click on the department you wish to view
- Step 7: Select from the documents listed on the right of the Page