



# Non-Discrimination Policy

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Effective Date: January, 2025

Review Date: January, 2028

Based on Work Template B, 2022

Management Document

Tayyab Trust USA



## Overview

NAAS Welfare Foundation Inc. is a registered 501(c)(3) nonprofit organization in USA (Tax ID: 47-5008669), DBA Tayyab Trust USA, with multiple social programs focusing on projects related to affordable healthcare, water/WASH, food security, poverty alleviation, general welfare, etc. Our mission is to empower individuals to rise out of poverty through relief and development. Equipped with 15 years of experience led by a global network of charity sector professionals, Tayyab Trust USA has uniquely crafted expertise in impact driven project management creating significant sustainable change through the use of innovative technologies, digital management tools, and community based solutions. We have partnered with various renowned national and international humanitarian organizations to assist in project development and implementation within Asia, Africa, and Americas. The organization also manages a 30-bedded hospital, Tayyab Hospital in India, with extended primary healthcare facilities nationwide. Together, we believe that our vision to beat poverty can be achieved, and we continue to strive to reach that goal through the advancement of emergency relief and human development work globally.

We take fraud and corruption practices very seriously and have internal organizational policies to prevent such dangers from occurrence. All our policies are established on the basis of zero-tolerance with strict timely action taken against those who fail to follow the policies established. Additionally, we are committed to ensure compliance with local government regulations and keep high standards for transparency and accountability. This document will explain the purpose, scope, and statement in regard to the non-discrimination policy.

## Policy Purpose

This policy is created to describe the importance of non-discrimination practices, define the organizations steps and actions to address it, and designate the appropriate procedures and activities among the board and staff in response to if needed. The information mentioned in this policy frames the overall aim of the policy and any related information from this policy may also be found in other policies and procedures enforced within the organization.

## Policy Scope

This policy applies to all organization members, representatives, contractors as well as extended project staff and official volunteers. The term of this policy is for three years starting January 2025 with the next review date set for January 2028. The organization may choose to revise and renew this policy prior to the next review date upon unanimous decision from the board. All policies are maintained and recorded by the organization's board and any changes in the policies must be with the authorization and approval of the board in writing.



## Policy Statement

Discrimination within or outside of the workforce is strictly prohibited. No organization representative can discriminate an individual and provide special benefits in favor of one person over the other. Any form of bullying, abuse, and exploitation that leads to discrimination is also not allowed. This non-discrimination policy states that we work with no bias towards any color, race, nationality/origin, religion, faith, cast, gender/sex, age, disability, occupation and experience. We practice a high standard of diversity, equity, and inclusion (DEI) principles in all our actions and projects. Our board ensures that the projects fairly represent the community and no special provisions, gifts and money, and other sources of benefit are provided to any selected group of beneficiaries or personnel involved. We do not engage in nor favor any political parties and follow a balanced approach towards the humanitarian work done. All rights and responsibilities of the organization's representatives are stated to them clearly in writing to avoid any misunderstandings, but in case of any complaints, the complaints form (annex I) can be submitted for review.

Additionally, gender equality is strictly maintained with no bias between men and women. No discrimination done based on gender is tolerated within the organization and strict actions are taken against those that do not follow the guidelines established. There is equal access to all information among men and women. We strive to create an inclusive environment for all without the victimization of any gender. New applications for employment are developed and treated with equal opportunity. All international programs are structured and examined with gender equality and non-discrimination systems and practices that do not lead to any bad treatment of any gender.

This policy also acknowledges disability inclusion to include equal treatment of people with disabilities such as those that are handicap, either mentally or physically. All development processes within the organization including the formulation of international projects are accessible to people with disabilities. We recognize the equal rights of people and understand that they may be challenged with vulnerability. Therefore, we ensure that there are measures put in place for each activity that assist in the inclusiveness of those that are disabled. Awareness of types of disability is essential in order to engage in equity based decision making.

Tayyab Trust USA is registered with the Internal Revenue Service (IRS). Public reports for the organization may also be found on their website.



## Annexure I – Complaints Form

### **COMPLAINTS FORM**

**\*CONFIDENTIAL\***

Date Submitted:

Submitted By:

<b>Type of Complaint:</b>	<input type="checkbox"/> <u>Fraudulent Activity Observed</u> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input type="checkbox"/> Money Laundering      <input type="checkbox"/> Bribery      <input type="checkbox"/> Harassment         </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input type="checkbox"/> Sexual Exploitation      <input type="checkbox"/> Discrimination      <input type="checkbox"/> Other         </div> <input type="checkbox"/> <u>Project Delivery Complaint</u> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input type="checkbox"/> Misrepresentation      <input type="checkbox"/> Funds Misuse      <input type="checkbox"/> Misbehavior         </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input type="checkbox"/> False Reporting      <input type="checkbox"/> Personal Threat      <input type="checkbox"/> Other         </div> <input type="checkbox"/> Other _____ <hr/> <hr/> <hr/>		
	<b>Date of Event:</b>		
	<b>Location of Event:</b>		
	<b>Parties Involved:</b> <hr/> <hr/> <hr/> <hr/> <hr/>		
Please name the parties involved in this complaint. <hr/> <hr/> <hr/> <hr/> <hr/>			

