



Anti-Harassment 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 anti-harassment policy.

Policy Purpose

This policy is created to describe the importance of anti-harassment 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

It is important to address anti-harassment policies and procedures within organizations that conduct programs associated with vulnerable adults and children. People put in power may be susceptible to such situations and are responsible for good conduct at all times. Any organization member, volunteer, representative, and/or contractor must always be aware and cautious of their behaviors and actions. Harassment of any sorts, whether done in-person or virtually, formally or informally, intentionally or unintentionally, or directly or indirectly, is not tolerated within the organization and strict measures are put in place to reduce such events from occurrence. Harassment includes but is not limited to abuse and violence done verbally, mentally, emotionally, physically, and sexually. In case of any complaints filed, the suspected person guilty, the victim, and any witnesses present can be requested to file a personal statement and provide more information about the incident. Outside legal assistance may also be appointed if needed.

Our anti-harassment policy establishes guidelines to prevent any form of harassments from taken place within the workforce and during any field work, which involves the protection of minors and under-aged groups such as children as well as the prevention of sexual abuse of vulnerable adults. Any action that is deemed to be inappropriate has severe punishments, and we take strong action for any such alerts and incidents with a formal complaints, investigation, and reporting process. Parties involved may be terminated from any official position and agreement if found guilty. A formal complaint can be filed through the complaints form (annex I), which will be reviewed by the board. All actions to be taken will be done so by the board's approval. The complaints process includes the submission of the complaints form, reviewal process by the board, further investigation done with the personnel/organizations involved, and a final decision report to be filed for internal documentation as well as reporting filed to law enforcement and the government.

Our organization maintains a positive and healthy environment as per our code of ethics, and any unlawful and unethical sexual relationship in any form whatsoever, between staff, volunteers, and/or beneficiaries, that jeopardizes the organizational policies, are prohibited. Screening and complaints processes are kept in place, and executive managers are trained to follow procedures to mitigate such risks. Informational sessions are also conducted as a measure to spread awareness among the organization stakeholders to ensure that all current activities are constantly being reviewed and do not lead to any harassment situation. If any form of harassment is identified, it will result in the immediate suspension of the parties involved. The following activities listed below include some highlighted situations that are not allowed:

1. Active field representatives cannot engage in sexual exploitation and abuse of their co-workers, beneficiaries, and other staff members for any reason whatsoever.
2. Any abuse, violence, harassment, and/or sexual relationship with a minor (under the age of 18) is against the law and strictly prohibited. No justification will be accepted from either the person found guilty or the minor involved.



3. No exchange of money, goods, services, and/or favors can be done for sexual benefits and/or for any other unlawful activity that can be seen as harassment.

All responsible persons are obligated to report any suspected or found instances of harassment immediately. Sensitive information must be shared with the board directly and not kept hidden or spread unnecessarily among other staff and field personnel.

In order to mitigate the risk of harassment, a variety of training modules are organized and presented for the education and training of representatives of the organization. The type of training and module depends upon the exact group of people that the training is meant for, for example, emergency project teams can have a different set of information and activities from a volunteer team located in another country. Senior managers or board members are responsible for the development and establishment of such training sessions. The results of the training are maintained with the organization for personal privacy and confidentiality purposes.

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: *DD/MM/YYYY* Submitted By: *NAME – ORGANIZATION*

Type of Complaint:	<input type="checkbox"/> <u>Fraudulent Activity Observed</u> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="checkbox"/> Money Laundering <input type="checkbox"/> Bribery <input type="checkbox"/> Harassment </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <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-between; margin-top: 5px;"> <input type="checkbox"/> Misrepresentation <input type="checkbox"/> Funds Misuse <input type="checkbox"/> Misbehavior </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="checkbox"/> False Reporting <input type="checkbox"/> Personal Threat <input type="checkbox"/> Other </div> <input type="checkbox"/> Other _____
Date of Event:	
Location of Event:	
Parties Involved:	<p>Please name the parties involved in this complaint.</p>

Complaint Description:	<p>Please describe your complaint in detail with specific information.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Information Shared:	<p>Has any information related to the complaint been shared with anyone else?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, who was this information shared with and for what reason?</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Other Information:	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>