



# Anti-Terrorism 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-terrorism policy.

## Policy Purpose

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

With charitable organizations working across international borders, it is very important to maintain proper records and keep checks to ensure that all activities are sound and do not initiate or result in the promotion, facilitation, assistance, and/or establishment of terrorism. Financial control and risk management measures must be monitored especially due to the nature of terrorism related activities. There are severe consequences for individuals and organizations dealing in terrorism with government penalties applicable to those parties involved.

Terrorism includes the use of violence against society for the purpose of conducting illegal and unlawful activities. The anti-terrorism policy in place takes measures to stop any projects to start, expand, or lead to any form of terrorism. We acknowledge and understand that the applicable government laws and other legal and lawful legislations prohibit any dealing with terrorist organizations and/or personnel involved. No funding will be given or taken, and no work in any form will be done knowingly in projects that are suspected to involve terrorism. Any such personnel linked will be informed to the relevant national authority.

All activities suspected to be related to terrorism are strictly prohibited within the organization and we do not tolerate any such actions. List of organizations and people marked with dealing in terrorism cannot participate in any activity with us. Such lists can be obtained by the government records if needed. All staff, volunteers, and board members will receive regular training to ensure full understanding of the organization's anti-terrorism policy, applicable legal obligations, and the procedures for identifying and reporting suspicious activities. Training will also cover how to recognize red flags in funding, donations, partnerships, and project activities.

Proper due diligence is done on a regular basis to obtain current records of all stakeholders involved. After thorough due diligence, a final review report is generated to provide an overall picture for the stakeholder which displays their track record along with any potential red flags. In case of any suspicious activity detected, a complaint form (annex I) is submitted to the board to review the claim. Any suspicious activity found will be taken very seriously and strict action will be taken against the person at fault and is also reported to the authorities immediately. The organization maintains a confidential reporting channel for staff, volunteers, or stakeholders to report suspected terrorist activity or violations of this policy.

All donations, grants, and partnerships—monetary or in-kind—will be carefully screened to ensure that funds are not derived from, or directed to, any terrorist organization or prohibited entity. The organization reserves the right to reject or return any donation that cannot be verified as lawful. Any contractors, partners, or sub-grantees working with the organization are required to comply fully with this policy and relevant anti-terrorism laws.

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/> <hr/>		
Please name the parties involved in this complaint. <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			

