



# Child Protection 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 child protection policy.

## Policy Purpose

This policy is created to describe the importance of child protection 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

Protection for children and minors (under the age of 18) is very important for us and appropriate measures are put in place within the organization to ensure that the rights of children are maintained at all times. Our goal is to create a safe and friendly environment for children and vulnerable adults at all times, promoting and enforcing their safety as their first priority. We are committed to the well-being of all children and adults involved in our programs, who each have equal rights. We have zero tolerance for child abuse. It is our priority to cultivate and provide best opportunities for growth, inclusiveness, and value. All organization representatives are responsible for being aware and acting against any form of misuse and unethical behavior. The board has the final responsibility to check and act against any suspicious behavior noticed and/or reported. All parties however must be aware of their responsibilities towards prevention and protection against child abuse. Proper guidance along with a clear statement is provided to each staff member, volunteer, and external party involved and feedback mechanisms are set in place for effectiveness as well. In addition to this, risk mitigation strategies and policies are kept within the organization, ensuring a positive and healthy organizational culture.

Children are the next generation for the world, and we understand the value and significance of charitable organizations and what their work means to the children today. We strive to act as role models for the children and have cultivated a code of ethics policy to ensure that the best practices and behaviors can be maintained at all times. As core principles, we will treat each child with a high level of respect and dignity, have an open and positive communication, and protect them from any societal dangers and risks present.

We firmly believe that all children have the right to be safe at all times and we recognize our duty to keep children away from any harmful situations. Any form of discrimination and/or child abuse, including but not limited to domestic violence, bullying, neglect, sexual and physical abuse will not be tolerated, and severe actions will be taken against those that create such negative environments that may cause these events to happen. To file a complaint, the complaints form (annex I) can be completed and submitted to the board for review.

When working on a field project, the organization and its representatives must complete a media consent form (annex II) to gather full consent from the minor and their parents or legal guardians to utilize the media including any photos, videos, and testimonials taken prior to the marketing and reporting of such media. Children must be adequately clothed, and no media should indicate any harmful or sexual meaning. Verbal translation of the media consent form can also be provided.

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/>			





## Annexure II – Media Consent Form

### **MEDIA CONSENT FORM**

I, the undersigned, hereby grant the following rights and permissions to TAYYAB TRUST USA (the “Organization”).

The Organization has the right, and the permission to take, use, reuse, publish, and republish photographs and/or videos of me in conjunction with my given, own or fictitious name. For any activity managed by, or involving the Organization, I may be included in photographs and/or videos in whole or in part, without restriction to changes or alterations from time to time. This includes the digital compositing, blurring or distortion of the photographs and/or videos, whether intentional or otherwise. This is without restriction of any changes or alterations to color, size, shape, perspective, context, foreground or background.

Photographs and/or videos in color or otherwise, may be reproduced and shared for any and all forms of media for trade, marketing, advertising and art shared across online/digital platforms and print publications and documents. I consent to the use of any published material.

I waive any right that I have to inspect or approve any finished product or products or the advertising copy or printed matter that may be used in connection with such photographs and/or videos or the use to which it may be applied. The Organization, its representatives, and all persons acting under their authority or those for whom they are acting, are free from any liability by virtue of any reason in connection with the creation and use of such photographs and/or videos.

By agreeing to this document, the Organization is not in violation of any right of publicity or privacy, nor are they liable for any claims of libel. I hereby warrant that I am over 18 years of age and I am legally responsible for myself and for the minor named below. I have every right to contract myself and to contract for the minor in the above regard.

I declare that I have read and agree to all of the above. I hereby authorize the release of my name/s on this document, and photographs and/or videos prior to its execution.

FULL NAME (PARENT/GUARDIAN): \_\_\_\_\_

CONTACT INFORMATION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

FULL NAME (MINOR): \_\_\_\_\_

DATE OF BIRTH (MINOR): \_\_\_\_\_

All of the information I have provided above is correct as of the following date: \_\_\_\_\_