



# Risk Management Policy

Document ID: TTUS\_POL007\_RMP

---

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 risk management policy.

## Policy Purpose

This policy is created to describe the importance of risk management 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 both local and global projects, especially emergency relief projects, it is extremely important to understand the current and future risk the project may face in order to successfully complete the project objectives effectively and efficiently. Our projects team carefully plans and develops each project based on the needs to be addressed and the impacts to be created. Each project is designed with certain objectives and outcomes to be achieved, and our risk management framework (annex I) helps guide the project development phase as per the potential risks that are present.

Before the framework is used, it is important for all responsible persons in the organization to be aware and cautious of projects risks possible. Without the awareness to look for risks, it is difficult to find any. Proper training is done either virtually or in-person to alert and educate the projects team to be mindful of the types of risks that can occur before, during, and after the project cycle. Types of risks can be divided into micro-level or within the organization and macro-level or outside the organization. Micro-level risks may include challenges in staff schedules, payment disbursements, managerial errors, personal biases, etc. Macro-level risks include political, economic, social, technological, environmental, and legal risks that can hinder and jeopardize the project. Political risks include unstable governments, unfavorable policies, trade restrictions, etc. Economic risks include exchange rate changes, economic depression, demand and supply fluctuations, etc. Social risks include personal safety concerns, cultural barriers, public threats and dangers, etc. Technological risks include lack of connectivity, technological awareness gap, privacy issues, etc. Environmental risks include bad weather, transportation blocks, climate change effects, etc. Legal risks include laws related to employees, consumers, and other related parties.

The risk management framework assists in labeling the appropriate risks and assigns a level of severity and a level of likelihood of each risk mentioned. The level of severity ranges from 1-5 with 1, 2, and 3 being a “low” risk, 4 being a “medium” risk, and 5 being a “high” risk. The level of likelihood ranges from 1-5 with 1, 2, and 3 being a “low” risk, and 4 and 5 being “medium” risk. To calculate the total risk level of each risks, the likelihood level is multiplied by the severity level. The total project risk is the average of each risk, which is labelled as low, medium, and high within the framework for reference.

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 – Risk Management Framework

### **Risk Assessment Framework. Ver. 2.0.**



Date: DD/MM/YYYY	Name of Project: <i>Insert Name of Project</i>			
Risk Details	Likelihood	Severity	Level of Risk	Action taken to mitigate risk?
Funds are not available on time by Funding Partner.	1	4	Medium	Have timely communication with Funding Partner for fund disbursement.
The project deliverables cannot be provided to the beneficiaries.	1	3	Low	Prepare project timeline and work schedule for all project activities.



Distribution cannot be done at the time scheduled	1	3	Low	Beneficiaries are provided tokens for entry to distribution location, and implementation is done effectively.
There is a threat and danger to personal safety of staff and volunteers during distribution.	1	4	Medium	Distribution locations are visited prior to the implementation of the program.
Extreme weather disturbance.	2	2	Low	Proper shelter arrangements are made in case of bad weather.
Transportation of items is delayed.	2	3	Medium	Transportation is coordinated and constantly monitored by team daily. Guarantees are established to mitigate the risk if any.
Volunteers cannot handle the distribution management.	1	2	Low	Proper volunteer training is done ahead of time for each project activity.
Items provided are not of good quality and/or as per details.	1	3	Low	All food items are verified with samples and prechecked by team before distribution. Guarantees are established.
Beneficiaries complain and start disturbing the distribution.	1	3	Low	Crowd management is practiced, and a distribution process is established. Any complaints from beneficiaries are filed and reported for response.
Project Risk Value: Low/Medium/High	Additional Comments:			
Completed By: " <i>Insert Name</i> "				