

ANTI CORRUPTION & BRIBERY POLICY



ASMITA

B.5/197 SHIVALA GHAT | Varanasi – 221001 | Uttar Pradesh, India.

Passed by the Governing Board in its meeting on 11, September 2021 and revised on 17/09/2023

ASMITA- Anti Corruption & Bribery Policy

Organization

ASMITA stands for Association for the Socially Marginalized's Integrated Therapeutic Action. It is a registered charitable trust founded in 1998 in Varanasi in Uttar Pradesh (India). This organization caters to the needs of the underprivileged especially the women and children in the slums of Varanasi. It exists for the dignity and empowerment of the marginalized migrant laborers, widows, children engaged in hazardous situations in the slums, and children who need care and protection

PURPOSE

It is internal policy to govern and conduct all its operations in an honest and ethical manner. ASMITA takes a zero-tolerance approach to bribery and corruption in the organization. The policy will make sure that the operations are carried out fairly, and with integrity and standards in all its operational dealings and relationships.

THE PURPOSE OF THIS POLICY IS TO:

- Set out the responsibilities of ASMITA staff, and all individuals who work for ASMITA, in observing and upholding the organization's position on bribery and corruption; and
- Provide information and guidance to those individuals working for ASMITA on how to recognize and deal with bribery and corruption issues.

In this Policy, "the third party" means any individual or organization with whom you may come into contact during the course of your work for ASMITA, and includes actual and potential customers, suppliers, distributors, business contacts, agents, advisers, and government and public bodies, including their advisors, representatives and officials, politicians and political parties.

APPLICATION OF THE POLICY

The Policy applies to all employees, directors, officers, volunteers, consultants, and contractors of ASMITA. Compliance with this Policy constitutes terms of service for each employee irrespective of the nature of employment. Each such person agrees to be bound by the provisions of this Policy upon notification of the most recent copy being given to them or upon notification that an updated version has been placed on ASMITA's website for review.

BRIBE

A bribe is an inducement or reward offered, promised or provided in order to gain any commercial, contractual, regulatory or business, or personal advantage or any business advantage by the employee or the third party.

ANTI-BRIBERY AND CORRUPTION STANDARDS

It is prohibited for ASMITA or employees, consultants, volunteers or contractors to:

- Give, promise to give, or offer, a payment, gift, or hospitality to a third party or otherwise engage in or permit a bribery offense to occur, with the expectation or hope that an advantage in business will be received, or to reward a business advantage already given.
- Give, promise to give, or offer, a payment, gift or hospitality to a third party to "facilitate" or expedite a routine procedure.
- Accept a payment, gift or hospitality from a third party if you know or suspect that it is offered or provided with an expectation that a business advantage will be provided by the organisation in return.
- Threaten or retaliate against another employee or worker who has refused to commit a bribery offense or who has raised concerns under this Policy or ASMITA's Whistle Blowing Policy.

RED FLAGS

The following is a list of "red flags" that may indicate the possible existence of corrupt practices and should be kept in mind by all those subject to this Policy:

- Use of an agent with a poor reputation for any dealings.
- Cash payments, or payments made without a paper trail or without compliance with normal internal controls within the financial policies.
- Payments to be made through third party accounts (not to the end beneficiary)
- Payment (amounts) returned from the third party to the personal accounts
- Unexplained preferences for purchases or vendor for payments.
- Invoices rendered or paid in excess of required amount.
- Payments made without proper approvals and documentation.

RESPONSIBILITIES UNDER THE POLICY

The Director, employees, volunteers, consultants, and contractors of ASMITA must read, understand and comply with this Policy and the following related policies:

- Code of conduct policy
- Whistle-blower policy
- Financial Policy
- The prevention, detection, and reporting of bribery offenses and other forms of corruption are the responsibility of all those working for ASMITA or under its control. All such persons are required to avoid any activity that might lead to, or suggest, a breach of this Policy
- If you are asked to make a payment on the Company's behalf, you should always be mindful of what the payment is for and whether the amount requested is proportionate to the goods or services provided.
- You should always ask for a receipt that details the reason for the payment.
- If you have any suspicions, concerns or queries regarding a payment, you should raise these with the concerned officer, wherever possible, prior to taking any action.
- All directors, officers, employees, consultants and contractors of ASMITA must notify the management or make a disclosure under ASMITA's Whistle Blower Policy as soon as possible if they believe or suspect that an action in conflict with this Policy has occurred, or may occur in the future, or has been solicited by any person.

RECORD-KEEPING

- ASMITA will develop, implement, monitor and maintain a system of internal controls to facilitate compliance with this Policy.
- Must keep financial records and have appropriate internal controls in place which will evidence the business reason for making payments to third parties, for a period of 10 years.
- All transactions must be executed in accordance with management's general or specific authorization. Transactions must be recorded as necessary to permit the preparation of financial statements in conformity with Financial Reporting Standards, for a period of 10 years.
- ASMITA will maintain records available for inspection and records that fairly document all financial transactions, risk assessments and due diligence.
- Directors, officers, employees, consultants and contractors of ASMITA must seek approval for any gifts given or received and intimate them to the management or board.

REPORTING VIOLATIONS OF THIS POLICY – WHISTLE-BLOWER POLICY

ASMITA's Whistle Blower Policy will be used to administer the entire process of reporting and solving any case in the case of bribery or corruption.

RISK ASSESSMENTS

Risk assessment related to the policy will be carried out and governed under the risk assessment policy of ASMITA.

COMMUNICATION OF THE POLICY

To ensure that all the employees, officers, consultants, volunteers, and contractors of ASMITA are aware of the Policy, a copy of the Policy will be provided to them and they will be advised that the Policy is available at the office accessible for their review. All employees, consultants, volunteers, and contractors of ASMITA will be informed whenever significant changes are made.

RESPONSIBILITY FOR THE POLICY IMPLEMENTATION.

The Governing Board of ASMITA has overall responsibility for ensuring this Policy complies with ASMITA's legal and ethical obligations, and that all those under ASMITA's control comply with it. The director has primary and day-to-day responsibility for implementing this Policy, and for monitoring its use and effectiveness. Management at all levels is responsible for ensuring those reporting to them are made aware of and understand this Policy.

MONITORING AND REVIEW

The Director will monitor the effectiveness and review the implementation of this Policy, considering its suitability, adequacy and effectiveness. Any deficiencies identified will be rectified as soon as possible. All employees, consultants, volunteers and contractors of ASMITA are responsible for the success of this Policy and should ensure they follow the procedures set out herein to disclose any suspected wrongdoing.

CONSEQUENCES OF NON-COMPLIANCE WITH THE POLICY

Failure to comply with this Policy may result in disciplinary actions as per the HR policy and the code of conduct of ASMITA, which could include internal disciplinary action or termination of employment or consulting arrangements without notice.

ASMITA
VARANASI

Effective from , January 2021.