



Anti-Bribery & Anti-Corruption Policy of YRA

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Background of Yuva Rural Association

Yuva Rural Association (YRA) is dedicated to empowering rural communities through sustainable development and capacity-building initiatives. Our mission is to foster integrity, transparency, and accountability in all operations, ensuring we contribute positively to society. Operating across various sectors, including Livelihood, Climate change, Agriculture, Education, Health, and economic development, YRA recognizes the challenges posed by bribery and corruption, which can undermine trust and hinder progress.

Policy Mandate

This Anti-Bribery & Anti-Corruption Policy is established in compliance with applicable laws, including **the Prevention of Corruption Act, 1988**, and reflects YRA's commitment to ethical conduct. The policy is mandated to take effect immediately upon approval by the Governing Council. Training sessions will be conducted within the first month of implementation to ensure all associates understand their responsibilities. The policy will be reviewed annually to adapt to changing legal requirements and organizational practices.

1. Introduction and Objective

1.1 This Anti-Bribery & Anti-Corruption Policy ("ABAC Policy" or "this Policy") underscores Yuva Rural Association's commitment to a zero-tolerance approach towards bribery and corruption. It establishes our principles in alignment with applicable Anti-Bribery and Anti-Corruption laws.

1.2 This Policy provides essential guidance on recognizing and addressing bribery and corruption issues effectively.

1.3 Our goal is to ensure that all operations and interactions are conducted professionally, fairly, and with the highest level of integrity, regardless of where we operate.

2. Definitions

2.1 **Associates:** Refers collectively to all individuals working at any level or grade within the organization, including senior managers, officers, directors, board members, employees (permanent, fixed-term, or temporary), consultants, trainees, volunteers, interns, seconded staff, or any other person associated with the organization or their associates, regardless of location.

2.2 **Bribery:** Involves the offering, promising, giving, receiving, soliciting, or accepting of any financial or other advantage, or anything of value, to influence or reward the behavior of a person in a position of trust to gain or retain a commercial advantage. Bribery may include payments, lavish gifts, hospitality, inside information, employment offers, travel expenses, or other significant favors. It encompasses direct and indirect advantages through intermediaries.

2.3 **Public Servant (Government Official):** Defined as per the Prevention of Corruption Act, 1988.

2.4 **State:** Includes all levels and subdivisions of government (local, regional, or national; administrative, legislative, or executive).

2.5 **Facilitation Payments:** Unofficial payments made to public officials to expedite or secure routine actions to which the payer is already legally entitled. These are sometimes referred to as 'speed' money, 'grease' payments, or 'goodwill' money.

2.6 **Kickbacks:** Illegal payments made as compensation for favorable treatment or improper services. These can be money, gifts, credit, or any other value.

3. Policy Statement and Purpose

3.1 **Core Principle:** The organization and its employees are strictly prohibited from offering, receiving, or making, directly or indirectly, any illegal payments, gifts, donations, or comparable benefits intended to obtain unfair advantages. We are committed to preventing, detecting, and addressing bribery and corruption, ensuring compliance with all applicable laws, both domestic and international.

3.2 **Forms of Bribery and Corruption:** Bribery and corruption can manifest in various forms, including cash, gifts to individuals or their associates, inflated commissions, fake consultancy agreements, unauthorized rebates, non-monetary favors, and false

political or charitable donations. These can occur directly or through intermediaries and are considered illegal and unethical.

3.3 Anything of Value: Bribery can involve various forms of value, including but not limited to:

- Product or discount coupons
- Payment of third-party tax debts
- Private club passes
- No-bid contracts or non-compliant procurements
- Internships for relatives
- Travel and entertainment expenses
- Sexual favors
- Over payment for goods or services
- Any other favors

3.4 Laws: The organization will adhere to all applicable laws that combat bribery and corruption, including but not limited to the Prevention of Corruption Amendment Act, 2018 ("PCA") and other relevant regulations.

3.5 Related Policies: This Policy supplements the organization's Code of Conduct and should be read in conjunction with the Whistle-blower Policy, Conflict of Interest Policy, and any other relevant policies.

4. Requirements

4.1 Prohibited & Restricted Payments 4.1.1 Offering, promising, or authorizing payments or other benefits to a Public Servant to secure undue or improper advantages is strictly prohibited.

4.1.2 Associates must not offer, give, promise, or receive any form of value to or from individuals or entities in the private sector for unfair advantages.

4.1.3 The prohibition includes any form of payment or benefit, whether made directly or indirectly through Third Parties.

4.2 Books, Records, Accounting & Payment Practices 4.2.1 All financial transactions must be accurately recorded and reflect the true nature of the transaction to prevent bribery and kickbacks.

4.2.2 Secret, unrecorded, or unreported transactions are strictly prohibited.

4.2.3 All expenses must be documented with appropriate supporting materials and entered into organizational records promptly.

4.2.4 Accurate identification and recording of payments to Third Parties acting on behalf of the organization are required.

4.3 Willful Negligence Ignoring or disregarding evidence of bribery or corruption within the organization will be treated as a serious violation.

5. Compliance and Violations of Policy

5.1 Associates and Third Parties may face investigations and legal action, including fines, penalties, or imprisonment, if found violating anti-bribery and anti-corruption laws.

5.2 Violations of this Policy will result in disciplinary actions, up to and including termination, in accordance with applicable laws and organizational policies.

6. Duty to Report Breaches or Concerns

All Associates are responsible for ensuring compliance with this Policy. Any Associate who suspects or witnesses a breach should promptly report it to the HR Team or the Management Committee/Senior Designation of the Organization.

7. Exceptions and Review of Policy

The organization reserves the right to modify or review this Policy periodically to comply with legal requirements or internal policies.

This policy ensures that our organization operates with integrity and transparency, maintaining trust with all stakeholders and upholding our commitment to ethical conduct.



CEO

Vice President



President