



Bribery and Corruption Policy





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Introduction

Youthmakers Hub is committed to conducting all aspects of its operations with integrity, transparency, and in compliance with all applicable laws. This Bribery and Corruption Policy reaffirms our stand against any form of bribery and corruption, outlining our practices to prevent unethical conduct.

1. Purpose

The purpose of this policy is to:

- Detail the prohibitions against bribery and corruption in all business dealings.
- Provide clear guidelines for our employees, volunteers, and partners.
- Ensure that all organization activities are performed with the highest ethical standards.

2. Definition

For the purposes of this policy:

- Bribery: The offering, giving, receipt, or solicitation of an advantage as an inducement for an action which is illegal or a breach of trust.
- Corruption: Dishonest or fraudulent conduct by those in power, typically involving bribery.



3. Scope

This policy applies to all individuals working at all levels and grades within Youthmakers Hub, including senior managers, officers, employees (whether permanent, fixed-term, or temporary), consultants, contractors, trainees, seconded staff, volunteers, interns, agents, or any other person associated with us.

4. Responsibility

- Individual Responsibility: Every individual associated with Youthmakers Hub is responsible for maintaining the highest standard of conduct and for reporting any suspected bribery or corruption activities.
- Leadership Responsibility: Leaders within Youthmakers Hub have a special duty to act as role models and ensure that those reporting to them understand and comply with this policy.

5. Zero-Tolerance Approach

Youthmakers Hub adopts a zero-tolerance approach to bribery and corruption. Any breach of this policy will result in disciplinary action and may lead to termination of employment or collaboration.

6. Gifts and Hospitality

Gifts and hospitality are acceptable under this policy if they are:



- Not made with the purpose of influencing a third party to obtain or retain business or a business advantage.
- Compliant with local law.
- Given in the name of the company, not in an individual's name.
- Appropriate for the circumstances.
- Made openly, not secretly.

7. Donations and Sponsorships

Youthmakers Hub only makes charitable donations and sponsorships that are legal, ethical, and without the intention of gaining improper business advantages. All donations and sponsorships are made transparently and in accordance with our internal procedures.

8. Reporting and Whistleblowing

Employees and others who have concerns are encouraged to raise them without fear of retaliation, initially with their line manager or the Compliance Officer. If the matter remains unresolved, it should be escalated as defined in our Whistleblowing Policy.

9. Training and Communication

Regular training on this policy forms part of the induction process for all individuals who work for us, and regular policy training will be provided as necessary. Our zero-tolerance approach to



bribery and corruption will be communicated to all suppliers, contractors, and business partners at the outset of our business relationship with them and as appropriate thereafter.

10. Record Keeping

Youthmakers Hub will keep detailed and accurate financial records, and will have appropriate internal controls in place to act as evidence for the business reasons for making payments to and receiving payments from third parties.

11. Monitoring and Review

The Compliance Officer will monitor the effectiveness of this policy and will review its suitability, adequacy, and effectiveness regularly. Internal control systems and procedures will be subject to regular audits to ensure that they are effective in countering bribery and corruption.

Conclusion

All individuals associated with Youthmakers Hub are expected to uphold and enhance our collective commitment to combating bribery and corruption, ensuring that our organization continues to represent trustworthiness and ethical best practices.