



SWASHODHAN TRUST

(Regn. No. 286/2017 12 A and 80 G approved)

3-5-1119/11, Kachiguda X Roads, Rajmohalla, Hyderabad - 500 027, Telangana, India

Tel.: +91 9493334954, USA No. : 8326102842

E-mail : swashodhantrust2017@gmail.com

www.swashodhan.org

Corruption and Bribery Policy for Swashodhan Trust

Effective Date: October 8, 2024

1. Purpose

The purpose of this Corruption and Bribery Policy is to establish the commitment of Swashodhan Trust to conduct its affairs honestly and ethically, to prevent corruption and bribery, and to comply with all applicable laws and regulations.

2. Scope

This policy applies to all employees, volunteers, board members, consultants, and third parties acting on behalf of Swashodhan Trust in all jurisdictions in which the organization operates.

3. Definitions

- **Bribery:** Offering, giving, receiving, or soliciting anything of value to influence the actions of an official or other person in a position of authority.
- **Corruption:** Abuse of entrusted power for private gain, including bribery, fraud, and favoritism.

4. Policy Statement

[NGO Name] is committed to:

- Conducting all activities with integrity and transparency.
- Prohibiting all forms of bribery and corruption, whether direct or indirect.
- Ensuring that employees and associated persons do not engage in any activity that could lead to a violation of the policy.

5. Prohibitions



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- Employees and representatives of [NGO Name] must not:
 - Offer, pay, or receive bribes or kickbacks in any form.
 - Engage in facilitation payments (small payments made to expedite processes).
 - Accept gifts or hospitality that could influence, or be perceived to influence, their decision-making.
 - Use organization funds or resources improperly or for personal gain.

6. Gifts and Entertainment

- Acceptable gifts and hospitality must be reasonable, proportionate, and directly related to official functions or business activities.
- Any gifts exceeding a value of [Specify Amount] must be disclosed to a supervisor and recorded.
- Cash gifts are strictly prohibited.

7. Reporting Mechanism

- Employees and stakeholders are encouraged to report any suspected incidents of bribery or corruption. Reports should be made to a direct supervisor or through a designated ethics hotline/email.
- Whistleblower protections will apply to individuals who report concerns in good faith.

8. Training and Awareness

- Swashodhan Trust will provide regular training to staff on recognizing and preventing corruption and bribery.
- All new employees and volunteers will receive orientation on this policy as part of their onboarding process.

9. Compliance and Enforcement

- Compliance with this policy is mandatory. Violations may result in disciplinary action, up to and including termination of employment or involvement with the organization.
- Swashodhan Trust reserves the right to report any criminal conduct to law enforcement authorities.



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10. Review and Amendments

- This policy will be reviewed annually and amended as necessary to reflect the evolving legal landscape and best practices in the sector.

Signature: Administrator

Swashodhan Trust

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Date: