



ANTI-HARASSMENT, ETHICS & ANTI-FRAUD POLICY

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1. Youth Tube Profile

Youth Tube (Pvt.) Ltd. is a development consultancy firm that has undergone renewal, expansion, and transformation. Over the course of five years, it dedicated its efforts to developing media and messaging for young people, aiming to foster a more productive, hopeful, and engaged youth population in Pakistan. Now, it has evolved into a fully-fledged development firm, ready to tackle a broader range of development challenges and opportunities facing the Pakistani youth.

Central to our **VISION** is “to be the leading catalyst for positive change and sustainable development, empowering young people to realize their full potential and create a brighter future for Pakistan.”

Our **MISSION** is clear:” to empower young people and drive sustainable development by leveraging our expertise, innovation, and collaborative partnerships.”

2. Definitions

In this document, unless there is anything repugnant in the context, the following words shall have the meanings ascribed thereto below”.

“**Sexual Harassment**” means any unwelcome sexual advance, request for sexual favors or other verbal, (sounds, words, sexually colored remarks, obscene jokes) or written communication or physical conduct of a sexual nature or sexually demeaning attitudes, causing interference with work performance or creating an intimidating, hostile or offensive work environment, or the attempt to punish the complainant for refusal to comply to such a request or is made a condition for employment;

“**Violence**”, within the context of the workplace, includes any act in which a person is abused, threatened, intimidated or assaulted in his or her employment. Workplace violence includes:

- Threatening behaviour - such as shaking fists, destroying property or throwing objects.
- Verbal or written threats - any expression of intent to inflict harm.
- Harassment - any behaviour that demeans, embarrasses, humiliates, annoys, alarms or verbally abuses a person and that is known or would be expected to be unwelcome. This includes words, gestures, intimidation, bullying, or other inappropriate activities.
- Verbal abuse - swearing, insults or condescending language.
- Physical attacks - hitting, shoving, pushing or kicking.
- Criminal – theft, rape, arson and murder

Workplace violence is not limited to incidents that occur within a traditional workplace. Work-related violence can occur at off-site business-related functions (conferences, trade shows), at social events related to work, in clients' homes or away from work but resulting from work (a threatening telephone call to your home from a client).

“**Volunteer**”, shall mean any person who voluntarily provides services to **YOUTH TUBE**.

3. Importance of Ethics

YOUTH TUBE ensures that it adheres to best practices of honesty, integrity, accountability and transparency. The purpose of adopting a formal Ethics Policy is to provide employees, Directors and Associates with guidelines for use in the conduct of their work on behalf of YOUTH TUBE in line with the Firm's values and Vision.

As representatives of YOUTH TUBE, every employee and Director has a significant role to play in preserving and nurturing YOUTH TUBE's reputation for honesty, integrity and fair play in dealing with fellow employees, Directors, Government officials, the Community and the general public.

2.1 Honest and Ethical Conduct

a. All employees, Directors, Associates, volunteers and interns are to conduct themselves in accordance with the highest standards of personal and professional integrity. Character reflects what a person is; reputation denotes what a community considers a person to be. **YOUTH TUBE** will not tolerate any conduct, which might be detrimental to its reputation.

2.2 Compliance with applicable State laws, rules and regulations

b. Employees, Directors, Associates, and volunteers are expected to conduct themselves and conduct the affairs of YOUTH TUBE in full compliance with all legal and regulatory requirements. YOUTH TUBE is committed to maintaining transparency in the conduct of its work including financial and other decision-making and through the implementation of well-defined processes and procedures. YOUTH TUBE adheres to law and ensures that its expenses are audited annually by a reputed Audit firm.

2.3 No Workplace violence

c. YOUTH TUBE is committed to creating and maintaining a working and learning environment. Mutual understanding between, and respect towards, all individuals are essential elements for excellence in professionalism, and existence of a safe and healthy workplace. YOUTH TUBE prohibits violent acts and threats of violence. Any employee, Directors, Associate, Intern, or Volunteer, who commits or threatens to commit a violent act, is subject to disciplinary action.

2.4 No Discrimination or Harassment

No employee, Director, Associate, Intern or volunteer shall be subjected to any discrimination or to any harassment by another employee, Directors, Associate, Intern, or Volunteer because of race, creed, colour, national/ ethnic origin, gender, marital status, sexual orientation, religion, ethnicity, education, age, or physical or mental disability.

YOUTH TUBE adheres to the principles laid down in the ***Protection Against Harassment of Women at the Workplace Act 2010*** and will display the material raising awareness of the law

at a visible place in the office. Youth Tube will also form a 3-member Standing Inquiry Committee according to the specifications given in the Act.

2.5 Prevention Mechanism

Preventing workplace harassment is essential for maintaining a safe, productive, and inclusive work environment. YOUTH TUBE implements the following proactive measures to create a culture of respect and support for all employees:

1. A clear and concise policy that defines what constitutes harassment, outlines the reporting process, and explains the consequences for perpetrators. Ensure that all employees receive training on the policy.
2. Conduct regular training sessions for all employees, including managers and supervisors, to raise awareness about workplace harassment, YOUTH TUBE's anti-harassment policy, the impact of harassment, and ways to prevent and address it using interactive and scenario-based training.
3. Promote a culture of respect, diversity, and inclusivity within the firm, encouraging open communication and multiple channels for employees to voice concerns without fear of retaliation, such as a dedicated email, and an anonymous reporting system.
4. Take all complaints seriously and conduct thorough investigations in a timely manner and keep all parties informed of the progress and outcomes of the investigation while maintaining confidentiality.
5. Appropriate disciplinary actions for individuals found guilty of harassment, regardless of their position within the firm to enforce a zero-tolerance policy. Actions of a more criminal nature will be reported to the authorities for investigation with the full support of YOUTH TUBE.
6. Train employees to recognize harassment and empower them to intervene when they witness inappropriate behavior. This helps prevent escalation and creates a collective responsibility for maintaining a respectful workplace.
7. Review anti-harassment policies regularly to ensure they are up-to-date and make improvements as needed based on feedback and changing legal requirements.
8. Regularly assess the effectiveness of the firm's efforts in preventing harassment through surveys, feedback sessions, and data analysis. Use this information to make necessary adjustments and improvements.
9. Ensure all vendors and project partners are aware of YOUTH TUBE's anti-harassment policies and committed to ensuring a safe, productive, and inclusive work environment for all.

Inquiry Committee: -

Youth Tube shall constitute an Inquiry Committee within thirty days of the enactment of this policy to enquire into complaints under this policy.

The Committee shall consist of three members of whom at least one member shall be a woman. One member shall be from senior management and one shall be a senior representative of the employees or a senior employee. One or more members can be co-opted from outside the firm if the firm is unable to designate three members from within as described above. A Chairperson shall be designated from amongst them.

In cases where a complaint is made against one of the members of the Inquiry Committee, that member will be replaced by another Committee member. Such members may be from within or outside the firm.

In cases where no competent authority is designated, the firm shall within thirty days of the enactment of this policy, designate a competent authority.

The powers of the inquiry committee shall be in line with Clause 5 of ***Protection Against Harassment of Women at the Workplace Act 2010***.

2.6 Conflict of Interest

a. All employees, Directors, Associates, Interns, or Volunteers must ensure that their personal interests do not conflict with the duties they perform for YOUTH TUBE. No employee should ever become personally involved in any transaction, negotiation or contract on behalf of the firm with an entity in which they or their relative or friend has an interest, without full written disclosure to and prior written approval of the Directors. In case a Director has a personal interest, they will not be able to vote on the matter for approval.

b. Conflicts of interest can occur quite frequently and are not necessarily a cause for concern if they are appropriately identified and managed. Failure to do so can endanger the integrity of YOUTH TUBE and can damage its reputation. Employees, Directors, Associates, Interns, or Volunteers are expected to show good judgment and when in doubt, contact their superior/ Directors, as applicable.

2.7 Abuse of power and extortion

a. Employees, Directors, Associates, Interns, or Volunteers may not use any form of extortion whether as a method to gain undue advantage or otherwise use their status within the Organisation for personal gain. Employees, Directors, Associates, Interns, or Volunteers will use YOUTH TUBE property, facilities, services and financial resources strictly in accordance with YOUTH TUBE's administrative policies set out in the **Operations Manual**

2.8 Bribery

Employees, Directors, Associates, Interns, or Volunteers should neither receive bribes from potential partners to make contracts with them nor give bribes to them as a way of influencing them.

2.9 Nepotism and favoritism

While there are certain prohibitions against employment of close relatives, it is paramount that the integrity of the personnel process be maintained. Nepotism is favoritism toward relatives and friends. For instance, offering employment to a relative or friend, despite the fact that there are others who are better qualified and willing to perform the job, or offering higher earnings, or other benefits to employees who have a personal relationship with the management or Directors.

Any case involving a close relative of the Directors of **YOUTH TUBE** for either recruitment or procurement will be referred to the Directors and the concerning Directors will not have a vote on this issue.

2.10 Gifts

Employees, Directors, Interns and Volunteers should refrain from offering or receiving gifts and/ or entertainment with the intent to improperly influence or induce those persons to obtain some benefit or result. YOUTH TUBE will not give or receive, directly or indirectly, any gift or other favour that may influence the exercise of its functions, performance of duties or may in other ways have the effect of possibly harming the firm. Gifts are defined as but not limited to, services, travel, entertainment, material things or favours. In order to respect local traditions and conventional hospitality minor gifts maximum up to Rs. 5,000/- may be accepted but the same must be reported to the supervisor.

The value of an acceptable gift varies in different countries. Cash gifts can never be accepted. All employees, directors, interns and volunteers are expected to show good judgment and when in doubt, contact their superior/Director. A gift should never influence one's independent judgment and minor gifts must be shared (if these are shareable) with other colleagues.

2.11 Fraud, Theft or Illegal Activity

Employees, Directors, Interns and Volunteers shall be alert and vigilant with respect to frauds, thefts or significant illegal activity committed within the Organisation and should immediately report the same to their supervisor. They must ensure that fraud or violation of YOUTH TUBE Rules is not done by them willfully when filing claims or incurring expenses for the organisation. The attention of the Employees, Directors, Interns and Volunteers is drawn to the relevant policies in this regard. They must also ensure that YOUTH TUBE letterheads, stamps or other items are not used in an unauthorized way.

2.12 Preventing Terrorist Financing

The service provider shall seek to ensure that he/she does not engage in transactions with or provide resources directly or indirectly to entities associated with terrorism. In accordance with this policy, the service provider agrees to employ all reasonable efforts to ensure that such resources are not knowingly transferred, directly or indirectly, or otherwise used to provide support to any terrorist activities.

2.13 Preventing Money Laundering

We are steadfast in our commitment to combat money laundering and illegal activities. We firmly adhere to all applicable laws and regulations related to anti-money laundering (AML) and strive to maintain the highest standards of integrity and transparency in our financial transactions. Our AML policy encompasses comprehensive due diligence procedures, ongoing

monitoring to identify and prevent any attempts to use our firm for money laundering activities.

2.14 Copyright

Any work undertaken by an Employee, Director, Intern and Volunteer for YOUTH TUBE in the course of their official duties is the sole property of the organisation and may not be retained, copied or used in any way for personal benefit unless otherwise agreed.

2.15 YOUTH TUBE Complaint Procedures and handling inquiry.

- a) The procedure of conducting an inquiry shall be followed according to Clause 4 of the ***Protection Against Harassment of Women at the Workplace Act 2010.***
- b) Employees, Directors, Interns and Volunteers or others may come forward with credible information on illegal practices or violations of YOUTH TUBE Policies or Procedures.
- c) In the event that an Employee, Director, Intern and Volunteer wishes to make a complaint an email should be sent to **complaints@Youth Tube.org.pk** or submitted in writing to a senior designated person. Such correspondence shall be treated with discretion.
- d) If it is a case of sexual harassment to be handled according to the law, the person harassed has to make the complaint.
- e) The complaint will be handled swiftly, discreetly, and with the severity required by the situation. The complainant should not fear retaliation as all individuals at YOUTH TUBE have the right to work without risk of victimization/ harassment.
- f) These complaints will be investigated by the senior designated person who shall report to the CEO and the Directors as the situation demands.

2.16 Accountability for non-adherence to the Anti-Harassment & Ethics policy;

All YOUTH TUBE employees, directors, interns and volunteers are required to follow the Policy. Breach of the Policy will be reported to the Inquiry Committee for further action.

2.17 Inquiry Committee

The Inquiry committee will consist of following members:

1	Mr. Iqbal Haider Butt	CEO
2	Ms. Sidra Butt	Director
3	Mr. Noor Imran	Associate