



# Whistleblowing Policy

Website: [www.youthtube.pk](http://www.youthtube.pk)

## Table of Contents

Youth Tube’s Introduction .....	3
Whistleblowing Policy .....	4
1. Objective .....	4
2. Purpose .....	4
3. Applicability.....	4
4. No Retaliation: .....	4
5. Reporting Procedure.....	5
6. Complaint Committee .....	5
7. Accounting and Auditing Matters: .....	5
8. Acting in Good Faith .....	5
9. Confidentiality .....	5
10. Handling of Reported Violations.....	5
11. Complaint Committee .....	6

## Youth Tube's Introduction

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.”

# Whistleblowing Policy

## 1. Objective

This policy seeks the support of Employees, Directors, volunteers or other partners and vendors to report significant deviations from key management policies and report any non-compliance and wrong practices, e.g, unethical behavior, fraud, violation of law, inappropriate behavior /conduct etc.

## 2. Purpose

The purpose of this policy is as follows:

- To encourage the employees and other parties to report unethical behaviors, malpractices, wrongful conduct, fraud, violation of the firm's policies & Values, violation of law by any employee of YOUTH TUBE without any fear of retaliation.
- To build and strengthen a culture of transparency and trust within the firm.

## 3. Applicability

This policy applies to all the Employees, Directors and Volunteers or other partners and vendors (hereinafter referred to as 'Whistle Blower')

This policy encourages all the Whistle Blowers to report any kind of misuse of firm's properties, mismanagement or wrongful conduct prevailing/executed in the firm, which the whistleblower in good faith, believes, evidences any of the following:

1. Violation of any law or regulations, policies including but not limited to corruption, bribery, theft, fraud, coercion and willful omission.
2. Rebating of Commission/benefit or conflict of interest.
3. Procurement frauds.
4. Mismanagement or misappropriation of firm cash/funds/assets.
5. Leaking confidential or proprietary information.
6. Unofficial use of Firm's property/human assets.
7. Activities violating Firm policies. (Including Code of Conduct)
8. An abuse of authority or fraud
9. An act of discrimination or sexual harassment.

## 4. No Retaliation:

It is contrary to the values of YOUTH TUBE for anyone to retaliate against any board member, officer, and employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any policy governing the operations of YOUTH TUBE.

An employee who retaliates against someone who has reported a violation in good faith is subject to disciplinary action.

## **5. Reporting Procedure**

YOUTH TUBE has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with compliance committee.

Supervisors and coordinators are required to report complaints or concerns about suspected ethical and legal violations in writing to the YOUTH TUBE's compliance committee, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the Executive Director or the firm's Compliance committee.

## **6. Complaint Committee**

The YOUTH TUBE's complaint committee is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The complaint committee will advise the CEO and/or the Directors of all complaints and their resolution.

## **7. Accounting and Auditing Matters:**

The YOUTH TUBE's compliance committee shall immediately notify the Executive Director of any concerns or complaint regarding firm's accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

## **8. Acting in Good Faith**

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

## **9. Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

## **10. Handling of Reported Violations**

On receipt of any written complaint, the YOUTH TUBE's compliance committee will acknowledge the receipt to complainant.

The CC will then summon the accused person for clarification on the accusation framed against him / her in writing.

After getting the written response from accused, the CC will investigate and suggest appropriate corrective action to the concern authorities.

The management will take necessary action if warranted by the investigation.

## **11. Complaint Committee**

The complaint committee will consist of following members:

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