



Legacy Giving Policy

Contents

- 1. Introduction**
- 2. Purpose**
- 3. Scope**
- 4. Types of Legacy Gifts**
- 5. General Principles**
- 6. Donor Recognition and Stewardship**
- 7. Administration of Legacy Gifts**
- 8. Restrictions on Legacy Gifts**
- 9. Policy Review and Updates**

1. Introduction

At RYTHMUS, we deeply value the long-term impact that our supporters can have on our mission through legacy giving. Legacy giving, also known as planned giving, allows individuals to contribute to our organization in a way that can have a lasting effect, supporting our mission and ensuring that our programs continue to thrive for years to come. This Legacy Giving Policy outlines the guidelines, procedures, and principles for managing and accepting legacy gifts, ensuring that all contributions align with the values and objectives of RYTHMUS.

2. Purpose

The purpose of this policy is to:

- Encourage legacy giving by providing clear guidelines and options for supporters to make long-term contributions.
- Ensure that all legacy gifts are handled ethically, transparently, and in accordance with the donor's wishes.
- Provide a framework for the organization to responsibly manage and utilize legacy gifts.
- Foster trust and confidence among donors, ensuring that their contributions are used in line with their intentions and in support of our mission.

3. Scope

This policy applies to:

- All legacy gifts, including bequests, trusts, endowments, and any other planned giving arrangements.
- All employees, volunteers, and partners involved in fundraising, donor relations, and the administration of legacy gifts.



- Donors, estate planners, financial advisors, and other third parties involved in the legacy giving process.

4. Types of Legacy Gifts

Legacy gifts can take various forms, and RYTHMUS accepts the following types of gifts:

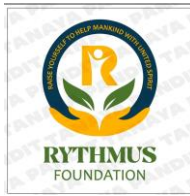
- **Bequests:** A bequest is a gift made through a donor's will or trust. It can be a specific amount of money, a percentage of the estate, or a particular asset (such as property, stocks, or bonds).
- **Charitable Remainder Trusts (CRT):** Donors can establish a trust that provides them or their beneficiaries with income for a specified period, with the remainder going to RYTHMUS.
- **Charitable Gift Annuities:** This allows donors to make a gift to RYTHMUS in exchange for regular payments for life, with the remainder going to the organization upon the donor's passing.
- **Life Insurance Policies:** Donors may name RYTHMUS as the beneficiary of a life insurance policy.
- **Retirement Account Designations:** Donors can name RYTHMUS as a beneficiary of their retirement accounts (e.g., IRAs, 401(k)s, or pensions).
- **Real Estate or Other Assets:** Donors may give property, land, or other valuable assets as part of their legacy gift.

5. General Principles

To ensure the responsible management and acceptance of legacy gifts, RYTHMUS will adhere to the following principles:

a) Ethical Considerations

- **Alignment with Mission:** All legacy gifts must align with the mission, values, and strategic goals of RYTHMUS. We will not accept any legacy gift that would compromise the organization's integrity, mission, or reputation.
- **Transparency and Accountability:** RYTHMUS will provide clear and transparent communication to legacy donors regarding the use and administration of their gift. All legacy gifts will be properly documented and accounted for in accordance with applicable laws and regulations.
- **Respect for Donor Intent:** We are committed to honoring the intentions of our legacy donors. All gifts will be used in accordance with the donor's specified wishes. If the original purpose of a gift becomes impossible or impractical to fulfill, RYTHMUS will make reasonable efforts to consult with the donor's estate executor or representative to find a suitable alternative.
- **Confidentiality:** We will protect the privacy of all legacy donors and keep their plans confidential, except where disclosure is required by law or with the explicit consent of the donor.



b) Non-Discriminatory Practices

RYTHMUS will accept legacy gifts from all individuals, regardless of their background, nationality, religion, or beliefs, as long as the gift aligns with the organization's mission and values.

c) No Fees or Costs to Donors

Legacy giving to RYTHMUS is intended to be a simple and cost-effective process. Donors will not incur any administrative fees or costs when making a legacy gift to the organization. We encourage donors to seek independent legal and financial advice to ensure that their gift is structured in the most effective way for their circumstances.

6. Donor Recognition and Stewardship

- **Acknowledgment:** RYTHMUS will publicly acknowledge all legacy donors, unless the donor wishes to remain anonymous. Recognition can include listing the donor's name in annual reports, on the website, or in a donor recognition society such as a Legacy Circle.
- **Legacy Circle:** Donors who make legacy gifts may be invited to join RYTHMUS's Legacy Circle, an exclusive group of supporters recognized for their significant commitment to the long-term future of the organization. This group may be offered special events, updates on the impact of their gifts, and opportunities to engage further with the organization.
- **Ongoing Engagement:** We will maintain a strong relationship with legacy donors, keeping them informed of the organization's progress and successes, and providing them with meaningful updates on the impact of their gifts.

7. Administration of Legacy Gifts

- **Designated Gift Officers:** RYTHMUS will designate a qualified staff member or team to oversee legacy giving and to act as a point of contact for potential legacy donors.
- **Gift Acceptance Committee:** A Gift Acceptance Committee will review all legacy gifts to ensure they comply with this policy and with legal and ethical standards. The committee will consider any potential risks associated with accepting a particular legacy gift, such as financial, reputational, or operational implications.
- **Legal and Financial Advice:** Donors are encouraged to consult with their legal and financial advisors when making a legacy gift to ensure that their gift is structured to maximize its impact and benefits. RYTHMUS will not provide legal, tax, or financial advice to donors but may offer general information about the benefits of legacy giving.
- **Gift Documentation:** All legacy gifts will be documented in writing, including the terms of the gift and any conditions or restrictions specified by the donor. Written acknowledgment of the gift will be provided to the donor or the donor's estate.

8. Restrictions on Legacy Gifts

RYTHMUS reserves the right to refuse legacy gifts under certain circumstances:

- **Incompatible with Mission:** Legacy gifts that promote political, religious, or commercial interests that are inconsistent with the organization's mission will not be accepted.



- **Overly Restrictive Conditions:** Gifts that impose overly restrictive conditions, which would limit the organization's ability to use the funds effectively or limit the organization's ability to operate within its core mission, may be declined.
- **Legal or Ethical Concerns:** Gifts that involve illegal activities or that could harm the reputation of the organization will not be accepted.

9. Policy Review and Updates

This policy will be reviewed at least every two years to ensure it remains aligned with best practices, legal requirements, and the evolving needs of [NGO Name]. Any necessary updates or amendments will be communicated to all relevant staff, stakeholders, and potential donors.

10. Conclusion

Legacy giving is a powerful way for donors to leave a lasting impact on the mission of RYTHMUS. Through this policy, we ensure that all legacy gifts are handled responsibly, ethically, and in a way that maximizes their impact on the long-term sustainability and growth of our programs. We are grateful to all those who consider RYTHMUS in their estate planning, and we are committed to honoring their legacy by using their gifts to create positive, lasting change in the communities we serve.

Signed by:

[Executive Director/Board Chair]

[NGO Name]

[Date]

This Legacy Giving Policy provides a transparent, ethical framework for accepting and managing legacy gifts, ensuring that RYTHMUS remains accountable to its mission and its donors, while maximizing the long-term impact of these contributions.



Manpower Policy for

Contents

- 1. Introduction**
- 2. Purpose**
- 3. Scope**
- 4. Key Principles of Manpower Management**
- 5. Manpower Planning and Workforce Requirements**
- 6. Performance Management and Appraisal**
- 7. Training and Development**
- 8. Volunteers and Interns**
- 9. Health, Safety, and Well-being**
- 10. Termination and Exit Procedures**
- 11. Policy Review and Updates**

1. Introduction

At RYTHMUS, we recognize that our most valuable resource is our people—staff, volunteers, and partners. Our success in achieving our mission is directly linked to the skills, dedication, and commitment of our team. This Manpower Policy outlines the principles, procedures, and guidelines that govern how we recruit, manage, and develop human resources to ensure that we build a capable, motivated, and diverse workforce to achieve our organizational goals.

2. Purpose

The purpose of this policy is to:

- Ensure that RYTHMUS attracts and retains a skilled, diverse, and committed workforce that is aligned with our mission and values.
- Provide a clear framework for recruitment, performance management, professional development, and retention.
- Promote a work environment that fosters collaboration, equity, and well-being for all employees, volunteers, and contractors.
- Outline the expectations and responsibilities of staff and volunteers to create a productive, positive, and professional workplace.

3. Scope

This policy applies to:

- All employees, volunteers, interns, and contractors of RYTHMUS.
- All aspects of human resources management, including recruitment, onboarding, training, performance evaluation, career development, and termination.



- All locations where RYTHMUS operates, including offices, fieldwork environments, events, and remote settings.

4. Key Principles of Manpower Management

a) Equal Opportunity and Non-Discrimination

- RYTHMUS is committed to promoting diversity, equity, and inclusion in all its workforce-related activities.
- We will provide equal employment opportunities to all applicants and employees without regard to race, ethnicity, gender, age, disability, religion, sexual orientation, or any other characteristic protected by law.
- We will actively recruit and support staff from diverse backgrounds, ensuring that every individual is treated with dignity and respect.

b) Competence and Skills

- We will recruit staff, volunteers, and contractors who possess the necessary skills, knowledge, and competencies to fulfill the requirements of their roles.
- We will regularly assess the skills and performance of our workforce to ensure they meet the evolving needs of the organization and its programs.

c) Transparency and Fairness

- We will ensure that all recruitment, performance evaluations, promotions, and disciplinary actions are conducted in a fair, transparent, and objective manner.
- Clear and consistent criteria will be used to assess candidates and employees, and all decisions will be documented to maintain accountability.

d) Staff Well-being and Development

- We are committed to supporting the well-being of our employees and volunteers through initiatives that promote work-life balance, mental and physical health, and a supportive work environment.
- We will provide ongoing opportunities for professional development, training, and career advancement to help our team grow and succeed in their roles.

e) Collaboration and Teamwork

- We recognize that the work we do can be complex and challenging, and effective teamwork is essential for success.
- We will encourage collaboration across departments, teams, and with our partners to ensure that knowledge, skills, and resources are shared effectively to achieve our common goals.

5. Manpower Planning and Workforce Requirements

a) Workforce Planning



- RYTHMUS will conduct regular assessments to determine the current and future manpower needs of the organization. This will involve evaluating the skills required for our programs and projects, identifying gaps, and ensuring we have the right talent in place.
- Workforce planning will align with the strategic goals of the organization, ensuring we have the human resources needed to achieve our mission and objectives.

b) Job Descriptions and Role Clarity

- Each position within the organization will have a clear and up-to-date job description outlining the roles, responsibilities, required qualifications, and performance expectations.
- Job descriptions will be reviewed regularly to reflect the evolving needs of the organization and to ensure clarity in expectations for both the employee and the organization.

c) Recruitment and Selection

- Recruitment will be conducted in a fair, transparent, and inclusive manner. The process will include advertising vacancies, reviewing applications, conducting interviews, and selecting candidates based on merit, qualifications, and alignment with the organization's values.
- We will seek to recruit individuals who are passionate about our mission, who have the skills and experience to contribute effectively, and who are motivated to work in a diverse, challenging, and dynamic environment.
- We will ensure that our recruitment process complies with local labor laws and regulations and will prioritize diversity and inclusion.

d) Induction and Onboarding

- All new hires will receive a comprehensive induction and onboarding program that includes an introduction to the organization, its mission, values, policies, and the specific roles and responsibilities of their position.
- New employees and volunteers will also receive training on organizational processes, health and safety protocols, and safeguarding policies.

6. Performance Management and Appraisal

a) Goal Setting and Expectations

- Each employee will have clear performance goals that align with the organization's objectives and their job description.
- These goals will be discussed during regular one-on-one meetings and annual performance reviews to ensure staff understand what is expected and can contribute to the organization's success.

b) Ongoing Feedback and Support

- We encourage a culture of continuous feedback where staff can receive constructive feedback from supervisors and peers, and vice versa.



- Managers and team leaders will be available to provide guidance, support, and mentorship to staff, helping them to develop their skills and overcome challenges.

c) Performance Appraisals

- Regular performance appraisals will be conducted to assess employee performance, provide feedback, and discuss career development plans.
- Performance appraisals will be based on objective criteria and mutual understanding, focusing on both individual and organizational goals.
- Constructive feedback will be given to help employees grow professionally and achieve their full potential.

7. Training and Development

a) Training Opportunities

- We will provide employees and volunteers with opportunities for professional development, training, and capacity-building to ensure they remain well-equipped to carry out their duties effectively.
- Training may include skill development, leadership programs, technical training, and workshops related to the NGO sector or specific program areas.

b) Career Development and Advancement

- We are committed to providing opportunities for career growth and advancement within the organization.
- Staff will be encouraged to take on new responsibilities, broaden their skills, and apply for promotions or lateral moves that align with their career aspirations.
- Mentoring and coaching programs will be available to support staff in reaching their professional goals.

8. Volunteers and Interns

a) Volunteer Engagement

- Volunteers are a critical part of our workforce. We will ensure that volunteers are provided with clear roles, responsibilities, training, and support to carry out their tasks effectively.
- Volunteers will be treated with the same respect and consideration as paid staff, and their contributions will be recognized and valued.
- We will ensure that volunteers work in environments that are safe, and that they receive any necessary resources or training to perform their duties.

b) Internships

- Internships at RYTHMUS will provide an opportunity for young professionals, students, and those looking to build experience in the NGO sector to gain hands-on knowledge and develop practical skills.



- Internship programs will be structured with clear objectives and mentoring to ensure a mutually beneficial experience for both the intern and the organization.
- Interns will not be expected to replace paid staff, and their involvement will be clearly defined.

9. Health, Safety, and Well-being

a) Workplace Health and Safety

- We are committed to maintaining a healthy and safe work environment for all employees and volunteers. This includes complying with all health and safety regulations, providing adequate training, and ensuring that workspaces are conducive to well-being.
- Work-related injuries, illnesses, and unsafe conditions will be reported and addressed promptly.

b) Mental Health and Well-being

- We will promote a healthy work-life balance and ensure that staff have access to resources and support to maintain their mental and emotional well-being.
- Staff will be encouraged to take regular breaks, annual leave, and other forms of leave as needed to recharge and avoid burnout.

10. Termination and Exit Procedures

a) Voluntary Resignation

- Employees who wish to resign must provide written notice as stipulated in their contract. We encourage open communication regarding the reasons for resignation and will conduct exit interviews to gather feedback for organizational improvement.

b) Termination for Cause

- RYTHMUS reserves the right to terminate employment for valid reasons such as gross misconduct, violation of organizational policies, or failure to meet performance expectations. The process for disciplinary action will follow fair and transparent procedures.

c) Exit Interviews

- Exit interviews will be conducted with all departing employees to gather insights into their experience and identify areas where the organization can improve.
- Feedback from exit interviews will be used to enhance the work environment, improve retention, and strengthen staff engagement.

11. Policy Review and Evaluation

This Manpower Policy will be reviewed annually to ensure its relevance and effectiveness in managing the workforce. Feedback from staff, volunteers, and stakeholders will be taken into account to make improvements and updates where necessary.



Signed by:

[Executive Director/Board Chair]

[NGO Name]

[Date]

This Manpower Policy reflects RYTHMUS's commitment to creating a respectful, inclusive, and productive work environment that supports the professional growth and well-being of all our staff, volunteers, and stakeholders. Through the effective management of human resources, we aim to fulfill our mission and maximize our impact in the communities we serve.



Membership Policy

Contents

1. Introduction
2. Purpose
3. Scope
4. Eligibility for Membership
5. Membership Process
6. Rights and Responsibilities of Members
7. Governance and Oversight
8. Amendment of Policy

1. Introduction

RYTHMUS is a non-profit organization dedicated to advancing social justice, human rights, and community development. We value the contributions of our members, who play a vital role in supporting our mission, guiding our activities, and promoting our objectives. The **Membership Policy** of RYTHMUS provides a framework for the rights, responsibilities, and processes for becoming and remaining a member of the organization.

This policy outlines the guidelines and expectations for membership, ensuring transparency, inclusivity, and accountability.

2. Purpose

The purpose of this **Membership Policy** is to:

- Define the criteria and process for becoming a member of RYTHMUS.
- Establish the rights and responsibilities of members.
- Promote transparency and accountability in membership processes.
- Ensure active participation and engagement of members in organizational activities and decision-making.
- Maintain ethical standards and integrity in the management of membership.

3. Eligibility for Membership

3.1 Criteria for Membership

To be eligible for membership in RYTHMUS, individuals or entities must meet the following criteria:

- **Individual Membership:** Open to any individual who supports the vision, mission, and objectives of RYTHMUS and is willing to contribute to the organization's activities and goals.
 - Must be at least 18 years old.



- Must not have been convicted of a criminal offense, particularly one involving dishonesty, corruption, or violence.
- Must agree to uphold the values and code of conduct of the organization.
- **Organizational Membership:** Open to non-profit organizations, institutions, or other entities that align with the goals and values of RYTHMUS.
 - Must demonstrate a commitment to the promotion of social justice, human rights, or other shared causes.
 - Must agree to adhere to the organizational principles of RYTHMUS.

3.2 Membership Categories

Members may be classified under the following categories, depending on their role or level of engagement with RYTHMUS:

- **Active Members:** Individuals or organizations that regularly participate in the activities, meetings, and decision-making processes of the organization. Active members may have voting rights and can stand for election to the board or leadership positions.
- **Associate Members:** Individuals or organizations that support RYTHMUS's mission and contribute to activities but may not participate in formal decision-making processes. Associate members typically do not have voting rights.
- **Honorary Members:** Individuals or organizations who have been recognized for their significant contributions to RYTHMUS or its cause. Honorary members are typically non-voting members and are invited based on the board's discretion.

4. Membership Process

4.1 Application for Membership

To apply for membership, the following process must be followed:

- **Submit an Application:** Prospective members must complete the official membership application form, which is available from the RYTHMUS office or website. The application must include:
 - Name, contact details, and any relevant organizational information.
 - A statement of interest and alignment with RYTHMUS's mission.
 - Any additional information required for membership assessment.
- **Review of Application:** The membership applications will be reviewed by the **Membership Committee** (or the relevant body within the organization) to ensure the applicant meets the eligibility criteria outlined in this policy.
- **Approval of Membership:** The Membership Committee will submit their recommendations to the **Board of Trustees** (or equivalent governing body). The board will review and approve



the application. Once approved, the applicant will be informed of their acceptance and issued a membership card or certificate (if applicable).

4.2 Membership Fees

- RYTHMUS may charge a nominal **membership fee** to cover the costs associated with member services, events, and communications. Membership fees may vary depending on the category of membership.
- Fees must be paid annually or as otherwise determined by the board. The membership fee is non-refundable.
- If a member fails to pay their membership fee by the due date, they may be considered ineligible to vote or participate in membership-related activities until the fee is paid.

4.3 Membership Renewal

- Membership is valid for one year and must be renewed annually.
- A reminder for renewal will be sent to members at least 30 days prior to the expiry of their membership.
- Members are required to submit a renewal application and pay the annual fee, if applicable, to maintain their status as active members.

5. Rights and Responsibilities of Members

5.1 Member Rights

Members of RYTHMUS have the following rights, depending on their category of membership:

- **Active Members:**
 - Right to vote at the **Annual General Meeting (AGM)** or any other general meetings of the organization.
 - Right to nominate themselves or others for board positions or leadership roles.
 - Right to participate in the governance and decision-making processes of the organization.
 - Right to access information regarding the organization's activities, financial status, and reports.
 - Right to participate in events, activities, and programs organized by the NGO.
- **Associate Members:**
 - Right to participate in discussions and activities but no voting rights.
 - Right to access information related to the organization's programs and operations.
- **Honorary Members:**
 - Right to be recognized for contributions to the organization but no voting rights.



- Right to participate in events and activities as invited.

5.2 Member Responsibilities

Members of RYTHMUS are expected to:

- **Support the Mission and Objectives:** Actively support and promote the vision, mission, and objectives of RYTHMUS in their personal and professional capacity.
- **Attend Meetings:** Attend the Annual General Meetings (AGMs) and other relevant meetings whenever possible. Active members are encouraged to attend and participate in key events and activities.
- **Follow the Code of Conduct:** Uphold the highest ethical standards, adhering to the organization's Code of Conduct and demonstrating respect for diversity and inclusion.
- **Pay Membership Fees:** Ensure timely payment of membership fees as applicable to their category of membership.
- **Contribute to Activities:** Actively engage in the activities of the organization, whether through volunteering, fundraising, or other forms of participation.
- **Report Misconduct:** Report any unethical behavior, corruption, or violations of the organization's policies in accordance with the **Whistleblower Policy**.

6. Termination of Membership

6.1 Voluntary Termination

A member may voluntarily terminate their membership at any time by submitting a written request to RYTHMUS. Membership fees paid are non-refundable.

6.2 Compulsory Termination

Membership may be terminated under the following circumstances:

- **Non-Payment of Fees:** Failure to pay the membership fee after repeated reminders, subject to a grace period of 30 days.
- **Violation of Policy or Code of Conduct:** If a member is found to be in violation of the **Code of Conduct** or other policies of RYTHMUS, their membership may be terminated. The Board of Trustees will review the issue and make a final decision.
- **Criminal Conviction:** If a member is convicted of a criminal offense, particularly one that is related to dishonesty, violence, or fraud, their membership may be terminated immediately.
- **Non-Participation:** A member who consistently fails to participate in the activities of the organization or engage with the mission may be considered inactive, and their membership may be reviewed or terminated.

6.3 Appeal Process

Members who face termination of membership for any reason have the right to appeal the decision to the Board of Trustees. The board will review the appeal and make a final decision.



7. Governance and Oversight

The **Board of Trustees** or a designated **Membership Committee** will oversee the implementation of this policy, ensuring compliance with membership criteria and reviewing the status of members annually. The committee will also handle any disputes or concerns related to membership.

8. Amendment of Policy

This **Membership Policy** may be amended or revised by the Board of Trustees, subject to the needs of RYTHMUS and any changes in applicable laws or regulations. All members will be notified of any significant changes to the policy.

9. Contact Information

For any questions or concerns regarding this policy or the membership process, please contact:

Membership Coordinator

[Name]

[Phone Number]

[Email Address]

[Website URL]

Acknowledgment

By applying for and accepting membership in RYTHMUS, you acknowledge that you have read, understood, and agree to abide by the terms of this **Membership Policy**.

Signature: _____

Name: _____

Date: _____

4o mini



Monitoring and Evaluation (M&E) Policy

Contents

- 1. Introduction**
- 2. Purpose**
- 3. Scope**
- 4. Key Principles of M&E**
- 5. M&E Framework**
- 6. M&E Activities**
- 7. Roles and Responsibilities**
- 8. Data Management and Reporting**
- 9. Learning and Improvement**
- 10. Policy Review and Updates**

1. Introduction

At RYTHMUS, we are committed to continuously improving the effectiveness, efficiency, and impact of our programs. Monitoring and Evaluation (M&E) is a vital tool for ensuring that our projects are achieving their intended outcomes and making a meaningful difference in the communities we serve. This Monitoring and Evaluation Policy outlines the principles, processes, and responsibilities related to M&E within RYTHMUS, ensuring that our work remains accountable, transparent, and aligned with our mission.

2. Purpose

The purpose of this policy is to:

- Ensure systematic monitoring and evaluation of all programs and projects to assess their progress, performance, and impact.
- Promote evidence-based decision-making and accountability by collecting, analyzing, and using data to inform program development, improvements, and strategic planning.
- Provide transparency to stakeholders, including beneficiaries, donors, partners, and staff, about the results of our work.
- Enable continuous learning, adaptation, and growth by identifying successes, challenges, and areas for improvement in our programs.

3. Scope

This policy applies to:

- All programs, projects, and initiatives carried out by RYTHMUS.



- All staff, volunteers, and consultants involved in M&E activities.
- All external partners, donors, and stakeholders that are involved in or affected by the organization's M&E activities.
- Monitoring and evaluation activities at all stages of the project cycle, from planning to implementation and final evaluation.

4. Key Principles of M&E

The following principles must guide all M&E activities at RYTHMUS:

a) Transparency and Accountability

- All M&E activities will be conducted transparently, ensuring that stakeholders have access to relevant data and results.
- We will be accountable to our beneficiaries, donors, and partners by regularly sharing findings and being open about successes, challenges, and lessons learned.

b) Evidence-Based Decision Making

- M&E will inform decision-making at all levels, helping to improve program design, implementation, and impact. The evidence gathered through M&E will be used to guide future planning and resource allocation.
- Data will be collected and analyzed systematically to measure program outcomes and effectiveness.

c) Participation and Inclusivity

- M&E processes will involve active participation from all stakeholders, including beneficiaries, staff, and partners, ensuring their perspectives and feedback are integrated into the evaluation.
- We will use participatory M&E approaches where possible, empowering stakeholders to take ownership of the M&E process and fostering learning.

d) Learning and Improvement

- M&E is seen not just as a tool for reporting, but also as a mechanism for learning and improvement. We will continuously assess what works, what doesn't, and why, to improve program design and implementation.
- M&E will be used to build capacity within RYTHMUS by fostering a culture of learning and adaptation.

e) Ethics and Integrity

- All M&E activities will be conducted with the highest ethical standards, including ensuring confidentiality, respect for human rights, and informed consent from participants.
- We will ensure that data collection processes are unbiased, reliable, and conducted with integrity, safeguarding the rights of all stakeholders.



5. M&E Framework

[NGO Name] will establish and implement a clear M&E framework that outlines the structure and process of M&E in our organization. This framework will include:

a) Logical Framework (LogFrame)

- We will use a logical framework (LogFrame) or similar tool to clearly define program objectives, outcomes, outputs, and activities, as well as the indicators used to measure progress.
- The LogFrame will include both qualitative and quantitative indicators to capture a comprehensive view of the program's impact.

b) Key Performance Indicators (KPIs)

- We will establish Key Performance Indicators (KPIs) for each program to track progress against objectives.
- KPIs will be SMART (Specific, Measurable, Achievable, Relevant, and Time-bound) to ensure they are realistic and useful for assessing performance.

c) Monitoring and Evaluation Plan

- A detailed M&E plan will be developed for each program, outlining how and when data will be collected, who will be responsible for the activities, and how results will be reported and used.
- The plan will also detail the frequency and type of data collection, including baseline assessments, mid-term evaluations, and final evaluations.

6. M&E Activities

Monitoring and Evaluation activities include, but are not limited to:

a) Monitoring Activities

- **Ongoing Monitoring:** Regular, continuous monitoring of program activities to ensure they are being implemented as planned. This includes tracking inputs (resources), processes (activities), and outputs (direct results of activities).
- **Field Visits:** Regular site visits to observe the implementation of activities, engage with beneficiaries, and gather feedback.
- **Data Collection:** Routine data collection (e.g., surveys, interviews, focus groups) to track progress toward achieving project goals and KPIs.
- **Progress Reports:** Regular progress reports will be prepared and shared internally to assess the status of activities and outputs.

b) Evaluation Activities

- **Baseline Evaluation:** At the start of each program, a baseline assessment will be conducted to collect data that will be used to compare progress and outcomes.



- **Mid-term Evaluation:** A mid-term evaluation will be conducted during the implementation phase to assess program performance and make any necessary adjustments.
- **Final Evaluation:** A final evaluation will be conducted at the end of a program or project to assess its overall impact, effectiveness, sustainability, and lessons learned.
- **Impact Evaluation:** Periodically, an in-depth impact evaluation will be carried out to assess the long-term outcomes and changes resulting from our work, using rigorous evaluation methodologies (e.g., Randomized Control Trials, Comparative Case Studies, etc.).

7. Roles and Responsibilities

Effective M&E requires the participation and collaboration of various staff, volunteers, and external stakeholders. The following roles and responsibilities will be defined:

a) Program Managers and Coordinators

- Responsible for overseeing day-to-day monitoring of project activities, ensuring that data is collected regularly, and reporting progress.
- Will collaborate with the M&E team to ensure that evaluation methodologies are applied and lessons are integrated into future programming.

b) M&E Team

- The M&E team, typically consisting of dedicated staff or consultants, will lead the design, implementation, and coordination of M&E activities across all programs.
- Will analyze M&E data, prepare reports, and provide recommendations for program improvement.
- Will ensure the capacity of staff and partners in M&E practices through training and workshops.

c) Executive Leadership and Board

- Provide strategic oversight and ensure that M&E findings are integrated into organizational decision-making processes.
- Ensure that M&E is adequately resourced and that the findings are used to enhance program effectiveness and accountability.

d) Partners and Stakeholders

- Our partners and stakeholders (including donors, local organizations, and beneficiaries) will be involved in the M&E process through consultations, sharing feedback, and participating in evaluations.
- External evaluators may be brought in to provide an independent assessment of program effectiveness.

8. Data Management and Reporting



- **Data Collection Tools:** RYTHMUS will use appropriate, reliable, and user-friendly tools for data collection, such as surveys, databases, monitoring software, and reporting templates.
- **Data Storage and Security:** All M&E data will be securely stored in accordance with data protection laws and organizational guidelines. Personal data and sensitive information will be handled with care and confidentiality.
- **Reporting:** M&E results will be reported on a regular basis to internal and external stakeholders. This will include progress reports, impact assessments, and final evaluations.
- **Learning from Results:** All M&E findings will be shared with relevant stakeholders, and lessons learned will be used to inform future projects and decisions. This fosters a culture of continuous learning and adaptation.

9. Learning and Improvement

- **Feedback Mechanisms:** Regular feedback loops will be established with stakeholders, particularly beneficiaries, to ensure that their voices are heard and incorporated into program design and improvement.
- **Adaptive Management:** Based on M&E results, the organization will make adjustments to programs as necessary to ensure maximum impact. This may include changing strategies, reallocating resources, or revising objectives.
- **Capacity Building:** We will regularly provide training to staff and partners on M&E practices, ensuring that everyone involved is equipped with the skills and knowledge to effectively participate in the M&E process.

10. Policy Review

This Monitoring and Evaluation Policy will be reviewed and updated annually or as needed to ensure its relevance and effectiveness in promoting continuous improvement within RYTHMUS. Feedback from staff, beneficiaries, and other stakeholders will be considered in the review process.

Signed by:

[Executive Director/Board Chair]

[NGO Name]

[Date]

This Monitoring and Evaluation Policy is a commitment by RYTHMUS to ensure that our programs are evidence-based, impactful, and responsive to the needs of the communities we serve. Through robust M&E practices, we aim to enhance our accountability, improve our interventions, and ultimately create sustainable positive change.



Occupational Health and Safety Policy for RYTHMUS

Contents

- 1. Introduction**
- 2. Purpose**
- 3. Scope**
- 4. Governance and Oversight**
- 5. Financial Planning and Budgeting**
- 6. Fundraising and Donations**
- 7. Financial Reporting and Transparency**
- 8. Internal Controls and Financial Management**
- 9. Audits**
- 10. Compliance with Laws and Regulations**
- 11. Risk Management**
- 12. Policy Review and Updates**

1. Introduction

At RYTHMUS, the health, safety, and well-being of our staff, volunteers, and all other stakeholders involved in our work is of paramount importance. We are committed to providing a safe and healthy working environment for everyone, whether in our offices, field locations, or during any other work-related activities. This Occupational Health and Safety Policy outlines our commitment to preventing accidents, promoting health, and ensuring compliance with relevant health and safety regulations.

2. Purpose

The purpose of this policy is to:

- Protect the health, safety, and well-being of all employees, volunteers, beneficiaries, and visitors to RYTHMUS.
- Minimize workplace risks, hazards, and accidents through proactive measures.
- Ensure compliance with national and international occupational health and safety laws and best practices.
- Foster a culture of safety, ensuring that staff, volunteers, and partners are aware of their responsibilities for maintaining a safe working environment.

3. Scope

This policy applies to:

- All employees, volunteers, and contractors of RYTHMUS.



- All work environments, including the main office, remote field locations, temporary or mobile workspaces, and during any organization-sponsored events or travel.
- All activities carried out by RYTHMUS, including programs, services, training, meetings, and outreach.
- This policy also applies to external stakeholders such as visitors, contractors, and suppliers when on RYTHMUS premises or during RYTHMUS activities.

4. Key Principles of Occupational Health and Safety

a) Commitment to Safety

- RYTHMUS is fully committed to ensuring that all work environments are safe and free from hazards that could cause injury or ill-health.
- We will strive to ensure that every member of the organization can carry out their duties without exposing themselves or others to unnecessary risk.

b) Risk Assessment

- We will carry out regular risk assessments of all work environments to identify potential hazards, whether physical, psychological, or environmental.
- Hazard identification will be an ongoing process and will involve input from staff, volunteers, and external experts, ensuring all potential risks are managed appropriately.

c) Prevention and Control

- We will take appropriate steps to eliminate or reduce workplace hazards. Where elimination is not possible, we will implement control measures, such as the use of protective equipment, safe working procedures, and safety training for staff.
- Health and safety controls will be regularly reviewed to ensure they remain effective.

d) Training and Awareness

- We will provide all staff, volunteers, and contractors with relevant health and safety training to equip them with the knowledge to work safely. This includes emergency preparedness, first aid, and specific training related to their roles.
- Staff will be made aware of any hazards or risks specific to their work environment and will be provided with guidance on how to mitigate those risks.

e) Emergency Preparedness

- We will ensure that all staff are trained and prepared for emergency situations such as fires, medical emergencies, natural disasters, or other crises.
- Emergency response plans will be in place and regularly reviewed to ensure readiness in the case of a health and safety emergency.
- Each location will have designated emergency exits, first aid kits, fire extinguishers, and trained personnel available to respond to incidents.



f) Mental Health and Well-being

- We recognize that occupational health includes mental health and well-being. RYTHMUS is committed to fostering a supportive and inclusive workplace where employees and volunteers feel safe, valued, and respected.
- We will provide resources for staff and volunteers to address stress, burnout, and other mental health issues through counseling, support programs, and a balanced work-life culture.

5. Roles and Responsibilities

a) Executive Director (ED)

- The Executive Director is ultimately responsible for ensuring that health and safety procedures are in place and followed across the organization. The ED will ensure that adequate resources are provided for the implementation of this policy and that staff are accountable for their health and safety responsibilities.

b) Health and Safety Officer (or designated staff)

- The Health and Safety Officer is responsible for overseeing the implementation and monitoring of this policy. This includes conducting regular risk assessments, reviewing safety protocols, organizing health and safety training sessions, and ensuring compliance with local, national, and international health and safety regulations.

c) Managers and Supervisors

- Managers and supervisors are responsible for ensuring that health and safety protocols are followed in their respective teams. They will ensure that work environments are safe and that hazards are reported and addressed. They will also ensure that employees under their supervision receive proper training and support regarding health and safety matters.

d) Employees and Volunteers

- All employees and volunteers are responsible for taking reasonable care of their own health and safety, as well as the health and safety of others.
- Employees and volunteers must follow all safety procedures, attend required training, report any hazards or unsafe conditions, and use personal protective equipment (PPE) when required.

e) Visitors and Contractors

- Visitors, contractors, and third-party service providers must comply with RYTHMUS's health and safety guidelines while on site or during any work-related activities.
- They should be informed of emergency procedures, potential hazards, and their responsibilities in relation to health and safety.

6. Health and Safety Procedures

a) Hazard Identification and Reporting



- All hazards, whether related to physical health, mental well-being, or environmental risks, should be reported immediately to the Health and Safety Officer or designated personnel.
- Staff and volunteers are encouraged to report hazards without fear of retaliation. An anonymous reporting system may be established to facilitate this.

b) Risk Assessments

- A formal risk assessment will be conducted annually, or more frequently if circumstances change (e.g., new work environments, introduction of new activities, or significant changes in operations).
- Each identified risk will be evaluated for its likelihood and potential impact. Control measures will be established to mitigate those risks.

c) Personal Protective Equipment (PPE)

- Where required, appropriate personal protective equipment (PPE) will be provided and maintained for staff, volunteers, and visitors. This may include items such as gloves, masks, safety shoes, helmets, and protective clothing.
- Employees and volunteers must be trained on the proper use, care, and disposal of PPE.

d) First Aid and Medical Assistance

- We will ensure that first aid kits are available and accessible at all work locations, including offices, field locations, and event venues.
- Designated staff will be trained in basic first aid and CPR to respond to minor injuries or medical emergencies promptly.

e) Emergency Procedures

- Emergency procedures, including fire drills, evacuation plans, and medical emergency protocols, will be in place and practiced regularly to ensure readiness.
- Staff will be informed of the emergency procedures specific to their location and work activities, and regular drills will be conducted to ensure that these procedures are well understood.

7. Workplace Mental Health and Well-being

a) Workplace Stress and Burnout

- We acknowledge the impact of workplace stress and aim to create a supportive environment by fostering an open culture where mental health concerns can be addressed.
- Regular check-ins, team-building activities, and adequate time off will be encouraged to reduce stress levels.
- Staff will be offered access to counseling or mental health resources as needed.

b) Work-Life Balance



- We encourage all staff and volunteers to maintain a healthy work-life balance. Flexible work arrangements, where possible, will be provided to ensure that employees can manage their workload while also attending to personal needs.

c) Support for Vulnerable Populations

- We recognize that field work may place staff and volunteers in challenging environments. Specialized support and resources will be provided to those working in high-risk or vulnerable situations to mitigate the psychological and emotional toll that such work may have.

8. Monitoring and Review

- Health and safety protocols will be regularly monitored through audits, surveys, and inspections to ensure compliance with the policy.
- The Health and Safety Officer will review the effectiveness of this policy annually and ensure that updates are made when necessary, in response to changes in regulations, best practices, or organizational operations.

9. Compliance with Laws and Regulations

- RYTHMUS will comply with all relevant national and international health and safety laws and regulations.
- We will also align with the guidelines set by health organizations such as the World Health Organization (WHO) and the International Labour Organization (ILO) to ensure global standards are met.

10. Policy Review

This Occupational Health and Safety Policy will be reviewed annually, or more frequently if necessary, to ensure it remains relevant and effective in maintaining a safe and healthy work environment.

Signed by:

[Executive Director/Board Chair]

[NGO Name]

[Date]

This Occupational Health and Safety Policy reflects RYTHMUS's commitment to safeguarding the health and safety of its staff, volunteers, and all stakeholders. Through proactive risk management, ongoing education, and a culture of care and responsibility, we aim to foster a healthy, safe, and productive working environment for all.



Partnership and Collaboration Policy

Contents

1. Introduction
2. Purpose
3. Scope
4. Types of Partnerships and Collaborations
5. Guiding Principles for Partnerships and Collaborations
6. Partnership Process
7. Roles and Responsibilities of Partners
8. Recognition and Publicity
9. Termination of Partnerships
10. Review and Amendment

1. Introduction

Partnerships and collaborations are vital for the success and growth of RYTHMUS in its pursuit of social impact, sustainable development, and community empowerment. By working with diverse stakeholders—including other NGOs, government agencies, private sector entities, international organizations, academic institutions, and local communities—we can pool resources, expertise, and innovation to achieve greater outcomes. This **Partnership and Collaboration Policy** outlines the principles, guidelines, and procedures for establishing, managing, and sustaining partnerships and collaborations to ensure they align with RYTHMUS's mission, vision, and values.

2. Purpose

The purpose of this policy is to:

- Provide a clear framework for establishing and managing partnerships and collaborations.
- Ensure that all partnerships are aligned with RYTHMUS's mission, vision, and goals.
- Maintain transparency, ethical standards, and accountability in all collaborative efforts.
- Foster long-term, mutually beneficial relationships that promote sustainable social impact.
- Protect RYTHMUS's integrity and independence while engaging with partners.

3. Scope

This policy applies to:

- All forms of partnerships and collaborations entered into by RYTHMUS, whether formal or informal.
- Partnerships with government entities, non-governmental organizations (NGOs), corporates, foundations, academic institutions, and other stakeholders.



- All employees, board members, volunteers, and staff involved in partnership and collaboration-related activities.

4. Types of Partnerships and Collaborations

4.1 Strategic Partnerships

Strategic partnerships are long-term collaborations that align with RYTHMUS's mission and enhance our ability to achieve impactful and sustainable change. These partnerships often involve shared resources, joint programs, and co-creation of solutions. Examples include multi-year collaborations with international organizations, governments, or foundations.

4.2 Project-Based Partnerships

Project-based collaborations focus on specific, time-bound projects or initiatives. These partnerships may involve joint implementation of a program, sharing of knowledge and expertise, or co-financing of a project. Such partnerships are often used to address specific community needs or development challenges.

4.3 Capacity Building Partnerships

Capacity-building partnerships are aimed at strengthening organizational capabilities, such as training staff, improving governance practices, or enhancing program delivery. These collaborations often involve expertise-sharing, training programs, workshops, and institutional development.

4.4 Resource and Financial Partnerships

These partnerships primarily involve the provision of financial resources, technical assistance, or in-kind contributions to support RYTHMUS's projects and operations. This includes sponsorships, grants, donations, and provision of material or logistical support.

4.5 Advocacy and Policy Collaboration

These collaborations involve working together with external entities to advocate for policy change, influence legislation, and raise awareness on critical social issues. Advocacy partnerships aim to amplify the voices of vulnerable communities and promote systemic change.

4.6 Corporate Partnerships (CSR)

Corporate partnerships involve collaboration with businesses, where companies contribute financially or with in-kind support as part of their Corporate Social Responsibility (CSR) obligations. These partnerships should align with both the corporate partner's goals and RYTHMUS's mission.

5. Guiding Principles for Partnerships and Collaborations

5.1 Alignment with Mission, Vision, and Values

All partnerships must be aligned with the core mission, vision, and values of RYTHMUS. We will only enter into partnerships with organizations that share our commitment to ethical conduct, social justice, inclusivity, and community empowerment.

5.2 Mutual Respect and Shared Objectives



Partnerships should be based on mutual respect, trust, and understanding. The objectives of the partnership must be clearly defined and mutually agreed upon. All partners should have a shared interest in achieving common goals for social impact.

5.3 Transparency and Accountability

RYTHMUS is committed to maintaining transparency in all aspects of partnership and collaboration. This includes open communication, clear expectations, regular reporting, and accountability in resource allocation. All financial contributions and activities related to the partnership will be documented and audited in compliance with regulatory standards.

5.4 Non-Commercial Influence

RYTHMUS will ensure that all partnerships and collaborations are free from commercial influence or exploitation. No partner will have undue influence over the organization's decision-making processes or project outcomes. We will not enter into partnerships where there is a conflict of interest or where the partner's motives are primarily commercial in nature.

5.5 Sustainability and Long-Term Impact

Partnerships should be designed with long-term impact in mind. RYTHMUS is committed to sustainability in all collaborative efforts, ensuring that the outcomes of the partnership continue to benefit communities after the formal collaboration ends.

5.6 Respect for Local Communities

All partnerships must respect the dignity, rights, and needs of the communities we serve. The perspectives of local stakeholders must be central to the design and implementation of any program, ensuring that their voices are heard and that the collaboration contributes meaningfully to their well-being.

5.7 Conflict of Interest

Any potential conflicts of interest related to a partnership must be declared and managed transparently. Partners must disclose any personal, financial, or professional interests that could influence the collaboration.

6. Partnership Process

6.1 Partnership Identification

The process of identifying potential partners involves a thorough assessment to ensure alignment with RYTHMUS's mission and values. Potential partners are assessed based on their track record, reputation, capacity, and their ability to add value to the project or initiative.

6.2 Due Diligence and Evaluation

Before entering into any partnership, RYTHMUS will conduct due diligence to evaluate the credibility, ethics, and capacity of the prospective partner. This includes:

- Assessing the financial health and sustainability of the partner.
- Reviewing their history of compliance with legal, ethical, and environmental standards.



- Evaluating their past projects or contributions, ensuring they align with our mission.

6.3 Partnership Agreement (MoU or Contract)

All partnerships will be formalized through a written **Memorandum of Understanding (MoU)** or **Partnership Agreement**. The agreement will define the roles, responsibilities, contributions, and expectations of each party. It will also include:

- The project scope and objectives.
- Resource allocation (financial, in-kind, or technical).
- Reporting and monitoring mechanisms.
- Timeline and milestones.
- Terms of termination or exit strategy.
- Dispute resolution process.

6.4 Partnership Implementation

Once the partnership is formalized, both parties will begin implementation according to the terms outlined in the agreement. RYTHMUS will take responsibility for coordinating the project, ensuring that activities are carried out effectively and in line with the objectives.

6.5 Monitoring and Evaluation

All partnerships will include mechanisms for monitoring progress and evaluating impact. [NGO Name] will regularly assess the effectiveness of the collaboration, making adjustments where necessary to ensure the success of the project. Regular reports will be provided to all partners, highlighting progress, challenges, and lessons learned.

6.6 Transparency and Accountability

Both RYTHMUS and its partners will ensure transparency and accountability throughout the partnership. Regular financial audits, progress reports, and impact assessments will be shared with all stakeholders to maintain trust and ensure that resources are being used efficiently and effectively.

7. Roles and Responsibilities of Partners

Each partner involved in a collaboration is expected to:

- Act with integrity, transparency, and accountability.
- Contribute their resources, expertise, or funding as agreed upon.
- Ensure that their involvement does not conflict with RYTHMUS's values or mission.
- Collaborate and communicate openly, respecting the roles and contributions of all partners.
- Ensure that all actions and decisions taken in the partnership reflect the best interests of the communities we serve.

8. Recognition and Publicity



While acknowledging the contributions of partners, RYTHMUS will ensure that such recognition does not compromise the organization's independence or values. Sponsors and partners may be acknowledged in:

- Annual reports, newsletters, and other communication channels.
- Event programs, brochures, and social media platforms.

Public recognition will be made with respect for the dignity of the communities and beneficiaries, ensuring that the primary focus remains on the social impact rather than individual promotion.

9. Termination of Partnerships

Partnerships may be terminated if:

- There is a breach of the partnership agreement or failure to meet agreed-upon terms.
- Either party feels that the collaboration no longer aligns with their objectives or values.
- There is evidence of unethical behavior, conflict of interest, or failure to comply with legal or ethical standards.
- The partnership does not deliver the expected social or developmental outcomes after sustained efforts.

In such cases, both parties will seek to resolve the issue amicably, with the option of dispute resolution through an independent mediator, if necessary.

10. Review and Amendment

This **Partnership and Collaboration Policy** will be reviewed annually by the Board of Trustees to ensure its relevance and effectiveness. Any amendments will be communicated to all stakeholders, including existing and potential partners.

Contact Information

For more information on partnerships and collaborations, please contact:

[NGO Name] Partnership Coordinator

[Name]

[Phone Number]

[Email Address]

[Website URL]

Acknowledgment

By entering into a partnership or collaboration with [NGO Name], both parties acknowledge that they have read, understood, and agree to abide by the terms and conditions of this **Partnership and Collaboration Policy**.



Signature (Partner Representative): _____

Name: _____

Date: _____

Signature (NGO Representative): _____

Name: _____

****Date**

4o mini



Procurement Policy

Contents

- 1. Introduction**
- 2. Purpose**
- 3. Scope**
- 4. Principles**
- 5. Procurement Process**
- 6. Conflict of Interest**
- 7. Documentation and Record Keeping**
- 8. Monitoring and Evaluation**
- 9. Ethical Considerations**
- 10. Non-Compliance and Consequences**
- 11. Policy Review and Updates**

1. Introduction

RYTHMUS is committed to conducting all procurement activities in a transparent, ethical, and accountable manner. This Procurement Policy establishes clear guidelines and procedures to ensure that all purchases and contracts for goods, services, and works are made in accordance with the principles of fairness, integrity, and value for money. This policy applies to all staff, volunteers, and contractors involved in procurement activities.

2. Purpose

The purpose of this policy is to provide a framework that ensures:

- Transparent and competitive procurement processes.
- Efficient and effective use of the organization's resources.
- Accountability in managing procurement transactions.
- Compliance with legal, ethical, and donor requirements.
- Promotion of local suppliers and service providers whenever possible.

3. Scope

This policy applies to the procurement of:

- **Goods:** Equipment, supplies, materials, etc.
- **Services:** Professional services, consultancy, maintenance, etc.



- **Works:** Construction, renovation, repairs, etc. It covers all procurement activities, whether funded by internal resources, donor grants, or other financial sources, and applies to all staff, volunteers, and external parties involved in procurement decisions.

4. Principles

Procurement at [NGO Name] shall adhere to the following principles:

- **Transparency:** All procurement processes will be open and transparent, ensuring that decisions can be easily reviewed and justified.
- **Fairness and Competition:** Procurement will be conducted fairly and equitably, with an emphasis on open and competitive bidding wherever possible.
- **Value for Money:** The organization will aim to obtain the best value for money, considering quality, cost, and delivery timelines.
- **Accountability:** All procurement activities will be fully documented and accountable to ensure proper oversight and the prevention of fraud or misuse of funds.
- **Ethical Standards:** All procurement will be conducted in accordance with ethical standards, including non-discrimination, avoidance of conflicts of interest, and respect for local laws.

5. Procurement Process

5.1 Planning and Budgeting

Before initiating any procurement activity, the following steps should be taken:

- **Needs Assessment:** Clearly define the need for goods, services, or works. Ensure that the items are aligned with the organization's strategic objectives and project goals.
- **Budget Approval:** Ensure that adequate funds are available and that procurement is within the approved budget.
- **Approval:** All procurement activities must be authorized by the designated approving authority, based on the organization's hierarchy.

5.2 Procurement Methods

Procurement will be done using one of the following methods, depending on the value and complexity of the purchase:

1. **Direct Purchase (up to [amount]):**
 - For low-value purchases, the procurement may be made directly from a supplier without a formal bidding process, but multiple quotes should be obtained to ensure fairness.
 - A single supplier may be selected if they offer the best value, have a proven track record, or meet specific criteria for the procurement.
2. **Request for Quotations (RFQ) ([amount] to [amount]):**



- For purchases of moderate value, a minimum of three written quotes from different suppliers should be solicited.
- All quotes should be evaluated based on price, quality, delivery terms, and service.

3. Invitation to Tender (ITT) (above [amount]):

- For high-value or complex procurement, an open tender process should be conducted, where suppliers submit sealed bids in response to an invitation.
- Tenders should be evaluated based on clear, pre-determined criteria such as price, technical capability, experience, and compliance with specifications.
- The selection process will be documented and transparent, ensuring that all bids are treated equally.

4. Request for Proposals (RFP):

- When procuring complex services or consultancies, an RFP may be used. Proposals should be evaluated based on technical merit, cost, and alignment with project goals.

5.3 Supplier Selection Criteria When selecting suppliers, the following criteria should be considered:

- **Cost-effectiveness:** The total cost of the goods, services, or works.
- **Quality:** The reliability, durability, and suitability of the goods or services.
- **Experience:** The supplier's track record and experience in delivering similar goods or services.
- **Delivery time:** The ability of the supplier to meet required deadlines.
- **Compliance with specifications and standards:** Ensuring that all goods or services meet the organization's quality and regulatory standards.

5.4 Contract Awarding

Once the procurement decision is made:

- **Contract Signing:** A formal written contract should be signed by both the organization and the supplier or service provider. The contract should clearly outline the terms and conditions, including payment terms, delivery schedules, warranties, and penalties for non-compliance.
- **Approval:** The contract must be approved by the relevant authority in accordance with the organization's approval hierarchy.

6. Conflict of Interest

All staff and volunteers involved in the procurement process must declare any personal or financial interest they have in the outcome of the procurement. No individual may participate in a procurement decision if they have a conflict of interest, whether real or perceived. This includes family members, close friends, or business associates who might benefit from the decision.



7. Documentation and Record Keeping

- **Records:** Detailed records of the procurement process, including all communication, quotes, bids, evaluations, decisions, and contracts, must be maintained for a minimum of [number of years, e.g., 5 years].
- **Reporting:** Regular reports on procurement activities and expenditures should be provided to the senior management team to ensure accountability.

8. Monitoring and Evaluation

- **Auditing:** All procurement transactions will be subject to regular internal and external audits to ensure compliance with this policy and to identify any irregularities or potential fraud.
- **Evaluation:** After the completion of each procurement activity, the effectiveness of the process and the performance of the supplier will be evaluated, ensuring continuous improvement in future procurement practices.

9. Ethical Considerations

RYTHMUS adheres to the highest ethical standards in all procurement activities:

- **Avoiding Bribery and Corruption:** All staff involved in procurement must refrain from offering, accepting, or soliciting bribes, kickbacks, or any form of corruption.
- **Respect for Human Rights:** Suppliers and contractors must comply with labor laws, fair working conditions, and respect for human rights.
- **Sustainability:** The organization encourages sustainable procurement practices that minimize environmental impact, such as sourcing products with minimal packaging, using eco-friendly materials, and considering suppliers with sustainable practices.

10. Non-Compliance and Consequences

Failure to comply with this Procurement Policy may result in disciplinary action, including termination of employment or contract. Additionally, any supplier found to be involved in unethical practices, fraud, or non-compliance with contract terms may be disqualified from future procurement opportunities with RYTHMUS.

11. Policy Review

This Procurement Policy will be reviewed annually or as needed to ensure it remains effective and aligned with changes in laws, regulations, and best practices. Any updates to the policy will be communicated to all staff and relevant stakeholders.

Signed by: [Executive Director/Board Chair]

[NGO Name]

[Date]



This policy aims to ensure that all procurement activities are conducted in a way that promotes fairness, accountability, and the responsible use of resources, helping the organization achieve its mission while maintaining the trust of its donors, stakeholders, and the communities it serves.



Project Policy

Contents

- 1. Introduction**
- 2. Purpose**
- 3. Scope**
- 4. Key Principles of Project Management**
- 5. Project Lifecycle**
- 6. Financial Management and Accountability**
- 7. Risk Management**
- 8. Partnerships and Collaboration**
- 9. Ethical Standards and Compliance**
- 10. Policy Review and Updates**

1. Introduction

At RYTHMUS, we are committed to delivering high-impact programs and projects that contribute to the achievement of our mission. This Project Policy establishes the principles, processes, and guidelines that govern the planning, implementation, monitoring, and evaluation of projects within our organization. By adhering to this policy, we aim to ensure that our projects are effectively managed, transparent, and aligned with our values and mission.

2. Purpose

The purpose of this policy is to:

- Provide clear guidelines for the development, approval, and management of projects.
- Ensure all projects align with the mission, strategic goals, and values of RYTHMUS.
- Promote effective and transparent project management, including the use of resources, stakeholder engagement, and accountability.
- Establish a systematic approach to monitoring and evaluating project outcomes and impact.

3. Scope

This policy applies to:

- All projects funded, implemented, or managed by RYTHMUS, whether funded through grants, donations, sponsorships, or other sources.
- All employees, volunteers, consultants, and external partners involved in the planning, implementation, monitoring, and evaluation of projects.

4. Key Principles of Project Management



a) Alignment with Mission and Strategic Objectives

- All projects must be designed and implemented in alignment with RYTHMUS's mission, vision, and strategic objectives. Projects should directly contribute to the organization's overall goals and be designed to create meaningful, sustainable impact in the communities we serve.
- Projects should address priority issues identified through needs assessments, research, and consultation with stakeholders.

b) Sustainability

- Projects will be designed with a focus on sustainability, ensuring that the benefits of the project extend beyond its duration. We aim to create lasting impact through capacity-building, local ownership, and the creation of sustainable systems.
- Sustainability will also be considered in financial planning, ensuring that projects have clear plans for resource mobilization and sustainability after the initial funding period.

c) Transparency and Accountability

- All projects will be planned and implemented with transparency, ensuring that stakeholders—including beneficiaries, donors, and partners—are kept informed about project progress, outcomes, and financial expenditure.
- Accountability mechanisms will be built into each project, including clear roles and responsibilities for project staff, partners, and beneficiaries.

d) Inclusivity and Stakeholder Engagement

- Projects will be designed to be inclusive, ensuring that all relevant stakeholders, including beneficiaries, community members, and other partners, are engaged in the project lifecycle.
- We will prioritize the inclusion of marginalized, vulnerable, and underserved groups in all project activities, ensuring that our projects promote equity and social justice.

e) Quality and Impact

- All projects will be implemented with a commitment to quality. We will ensure that project activities are designed based on evidence, best practices, and proven methodologies.
- The ultimate goal of each project is to create measurable positive outcomes and impact for the target population. Each project will have clear objectives and indicators for monitoring and evaluating its effectiveness.

5. Project Lifecycle

a) Project Identification and Conceptualization

- The project lifecycle begins with identifying needs or opportunities that align with the organization's mission. This could result from internal strategic planning, stakeholder feedback, or external funding opportunities.



- Project ideas must be vetted and discussed with relevant departments (e.g., program, finance, and evaluation teams) to ensure alignment with organizational priorities.

b) Project Proposal and Design

- Once a project idea is identified, a detailed project proposal will be developed. The proposal should include:
 - A clear project objective that aligns with RYTHMUS's mission.
 - A detailed description of project activities, timeline, and resources required.
 - An assessment of risks and strategies to mitigate them.
 - A stakeholder analysis that identifies key partners and beneficiaries.
 - A budget that outlines financial needs and how resources will be allocated.
 - Indicators for monitoring progress and evaluating success.
- The proposal will be reviewed by relevant internal stakeholders (management, finance, legal) to ensure it meets all necessary requirements and guidelines before being approved for funding.

c) Project Approval

- All projects must be approved by the designated authority within RYTHMUS (e.g., Executive Director, Board of Trustees) before implementation begins.
- The approval process will involve reviewing the project proposal, budget, and alignment with the strategic goals of the organization.

d) Project Implementation

- Once approved, the project will be executed according to the proposed plan, with clearly defined roles and responsibilities for project staff, volunteers, and partners.
- The implementation phase includes the allocation of resources, coordination of activities, and regular monitoring to ensure that the project is on track.
- Regular project meetings and updates will be held to address any challenges and ensure that project timelines and objectives are being met.

e) Monitoring and Evaluation

- Monitoring will be an ongoing process throughout the project to track progress against objectives, timelines, and budgets. Monitoring tools may include regular reporting, field visits, and data collection methods (e.g., surveys, interviews, and focus groups).
- An evaluation will be conducted at the end of the project to assess the outcomes and impact. Evaluation should include:
 - Assessing the effectiveness of project activities in achieving the stated objectives.
 - Evaluating the quality and impact of the project on the target beneficiaries.



- Reviewing financial management and resource utilization.
- Gathering feedback from stakeholders, including beneficiaries, staff, and partners.

f) Reporting and Documentation

- Throughout the project, detailed records of activities, financial expenditure, and progress will be maintained. This includes regular progress reports to internal stakeholders and donors.
- At the conclusion of the project, a final report will be produced that includes a summary of the project's outcomes, impact, financial audit, lessons learned, and recommendations for future work.
- All project documentation will be stored in accordance with RYTHMUS's data management and record-keeping policies.

g) Project Closure

- Once the project is completed, a formal closure process will take place, including a final evaluation, reporting, and the identification of any follow-up actions.
- The lessons learned from the project will be documented and shared internally to inform future project design and implementation.
- Project staff and stakeholders will be debriefed, and resources or equipment purchased for the project will be transferred to relevant parties (e.g., local authorities, community groups, etc.).

6. Financial Management and Accountability

a) Budgeting and Financial Planning

- Each project will have a clear and detailed budget that outlines all expected costs, including personnel, materials, travel, and operational expenses.
- Budget allocations will be managed to ensure efficient use of resources and avoid overspending. Project managers are responsible for overseeing the financial aspects of the project and ensuring that expenses are tracked and documented.

b) Auditing and Financial Reporting

- Financial reports will be submitted regularly and must be aligned with the approved project budget. All expenditures will be documented and verified through financial reporting mechanisms.
- For larger projects, external audits may be conducted to ensure compliance with organizational policies and donor requirements.

7. Risk Management

a) Risk Identification and Mitigation



- A risk assessment will be conducted during the planning stage of each project to identify potential risks (financial, operational, security-related, etc.) and develop mitigation strategies.
- Risks will be monitored throughout the project lifecycle, and adaptive management strategies will be implemented if unforeseen challenges arise.

b) Contingency Plans

- Projects will include contingency plans for addressing risks that may impact timelines, costs, or project outcomes.
- These plans will be reviewed periodically, and adjustments will be made as necessary to ensure the project stays on track.

8. Partnerships and Collaboration

- RYTHMUS values partnerships and collaborations with other organizations, local governments, community groups, and stakeholders.
- We will enter into formal agreements with partners, ensuring that roles, responsibilities, and expectations are clearly defined and agreed upon.
- Collaboration should enhance the project's impact and ensure that resources and expertise are effectively leveraged.

9. Ethical Standards and Compliance

- All projects will adhere to ethical standards, including respect for human rights, the dignity of beneficiaries, and the local culture. This includes obtaining necessary permissions, respecting community values, and maintaining confidentiality where required.
- Projects will comply with all applicable laws and regulations, including those related to child protection, environmental protection, and health and safety.

10. Policy Review

This Project Policy will be reviewed annually to ensure its relevance and effectiveness in managing projects. Feedback from project managers, staff, stakeholders, and partners will be incorporated into the review process to continually improve project design and implementation.

Signed by:

[Executive Director/Board Chair]

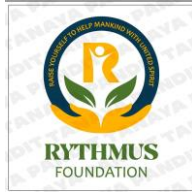
[NGO Name]

[Date]

This Project Policy represents RYTHMUS's commitment to excellence in project design, management, and evaluation. By adhering to this policy, we aim to achieve lasting, positive change in the



communities we serve while maintaining accountability, transparency, and alignment with our mission.



Project Sponsorship Policy

Contents

1. Introduction
2. Purpose
3. Scope
4. Types of Sponsorship
5. Eligibility Criteria for Sponsors
6. Sponsorship Agreement Guidelines
7. Ethical Standards and Conflicts of Interest
8. Sponsorship Recognition and Acknowledgment
9. Monitoring, Evaluation, and Reporting
10. Conflict Resolution
11. Policy Review and Updates

1. Introduction

RYTHMUS is committed to promoting social change, community development, and sustainable growth through innovative and impactful projects. We understand that partnerships with sponsors play a vital role in making these initiatives successful. This **Project Sponsorship Policy** provides a structured framework for engaging with sponsors, ensuring that all sponsorships are handled transparently, ethically, and in alignment with our values and mission.

The purpose of this policy is to outline the principles, processes, and guidelines for accepting and managing sponsorships for RYTHMUS's projects. We aim to ensure that all sponsorships enhance our mission and are in line with the organization's strategic goals, while maintaining ethical standards and fostering trust.

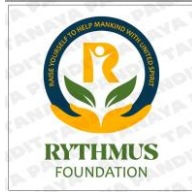
2. Purpose

The primary purposes of this **Project Sponsorship Policy** are to:

- Define the principles and process for securing and managing sponsorships.
- Ensure transparency, ethical standards, and accountability in all sponsorship agreements.
- Align sponsorship opportunities with RYTHMUS's mission, vision, and values.
- Maintain the credibility and integrity of RYTHMUS while engaging with sponsors.
- Ensure that all sponsorships contribute to the success and sustainability of the projects they support.

3. Scope

This policy applies to:



- All types of sponsorship agreements related to projects, including financial, in-kind, and technical support.
- All staff, volunteers, board members, and stakeholders involved in managing sponsorships and partnerships.
- All projects, programs, or initiatives that are sponsored, either wholly or partially, by external sponsors.

4. Types of Sponsorship

4.1 Financial Sponsorship

Financial sponsorship refers to a direct cash contribution to support a specific project, event, or initiative. This is the most common form of sponsorship and provides the necessary funding for the execution of RYTHMUS's programs.

4.2 In-kind Sponsorship

In-kind sponsorship involves the provision of goods, services, or resources instead of financial contributions. This can include things like materials, technology, office supplies, professional services, or volunteer support.

4.3 Media and Promotional Sponsorship

A media or promotional sponsor supports a project by providing promotional services, such as marketing, advertising, or public relations, in exchange for recognition of their contribution.

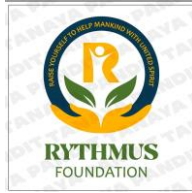
4.4 Strategic Partnership Sponsorship

Strategic sponsors engage with RYTHMUS on long-term collaborations that align with both the sponsor's business objectives and RYTHMUS's mission. These partnerships may involve multiple projects or initiatives over a period of time, with sponsors contributing financial or in-kind support across various events or activities.

5. Eligibility Criteria for Sponsors

RYTHMUS will only accept sponsorships from organizations or individuals that meet the following criteria:

- **Alignment with Mission and Values:** The sponsor's goals, values, and activities must align with RYTHMUS's mission, vision, and ethical standards. We will not accept sponsorship from entities involved in activities that may conflict with our values, such as industries that harm the environment, engage in human rights abuses, or promote divisive or harmful ideologies.
- **Legality and Compliance:** Sponsors must comply with all relevant laws and regulations in India, including the **Foreign Contribution (Regulation) Act, 2010** (if applicable), the **Companies Act, 2013**, and other applicable laws.
- **Reputation and Ethics:** The sponsor must have a good reputation in the public domain and maintain high ethical standards in its business practices. We will not accept sponsorship from



any entity with a history of unethical behavior, including fraud, corruption, environmental degradation, or human rights violations.

- **Non-Commercial Influence:** Sponsors must not expect direct commercial benefit from their sponsorship, including the promotion or marketing of their brand or products in a way that could compromise RYTHMUS's independence or ethical standards. Sponsorships should be aimed at supporting the cause, not for commercial or profit-driven reasons.

6. Sponsorship Agreement Guidelines

Every sponsorship arrangement must be formalized through a written agreement or Memorandum of Understanding (MoU) that clearly outlines the following:

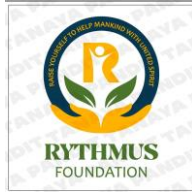
- **Objectives and Scope of the Sponsorship:** The agreement should specify the project or initiative being sponsored, including the objectives, deliverables, and activities that will be supported by the sponsorship.
- **Terms of Contribution:** This includes details about the amount (for financial sponsorship) or nature of the in-kind contribution, including the timeline and method of payment (if applicable).
- **Recognition and Acknowledgment:** The agreement should clearly state how the sponsor will be acknowledged and recognized for their contribution. This might include mentions in reports, newsletters, social media, event banners, or other promotional materials.
- **Responsibilities of Both Parties:** The agreement will specify the roles and responsibilities of both [NGO Name] and the sponsor, including timelines, project deliverables, reporting requirements, and any other conditions related to the sponsorship.
- **Monitoring and Reporting:** The agreement will include a commitment to regular updates, progress reports, and evaluations of the sponsored project. This ensures transparency and accountability in the use of sponsorship funds or resources.
- **No Influence Over Content:** Sponsors must agree that they will not exert influence over the project's content, decisions, or activities beyond their specific area of support. RYTHMUS must retain full autonomy in implementing the project.
- **Term and Termination:** The sponsorship agreement will define the duration of the sponsorship and the conditions under which the agreement may be terminated by either party.

7. Ethical Standards and Conflicts of Interest

7.1 Ethical Considerations

RYTHMUS will ensure that all sponsorships are aligned with ethical standards and do not compromise the organization's mission or values. We will avoid partnerships with sponsors whose activities may have a negative impact on the environment, society, or the well-being of vulnerable communities.

7.2 Conflict of Interest



All sponsorship arrangements must be evaluated for potential conflicts of interest. Employees, volunteers, and board members of RYTHMUS must declare any personal or financial interests that could influence their decision-making in relation to sponsorships. If a conflict of interest arises, the matter must be handled transparently and addressed by the Board of Trustees or relevant decision-making body.

8. Sponsorship Recognition and Acknowledgment

8.1 Public Acknowledgment

While recognizing the contributions of sponsors, RYTHMUS will ensure that such recognition is fair, appropriate, and does not imply any undue commercial advantage or influence over the organization's work. Sponsors may be acknowledged through:

- Mention in official reports, newsletters, and other communications.
- Recognition in event programs, banners, and promotional materials (where applicable).
- Inclusion of sponsor logos on websites, social media channels, or other media, subject to approval by RYTHMUS.

8.2 Maintaining Independence

Acknowledgment of sponsorship will not compromise RYTHMUS's independence. Sponsors will not be given preferential treatment in decision-making or any undue influence over project activities or project outcomes.

9. Monitoring, Evaluation, and Reporting

9.1 Project Monitoring

RYTHMUS will ensure that sponsored projects are monitored and evaluated in line with its standard operating procedures. Regular progress reports will be shared with sponsors, ensuring that they are kept informed of key milestones, achievements, and challenges.

9.2 Final Reporting

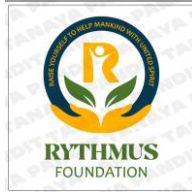
At the conclusion of the project, RYTHMUS will provide a **final report** to the sponsor, including:

- A summary of the project's outcomes and achievements.
- Financial reports detailing how sponsorship funds were used.
- Evaluation of the project's impact, lessons learned, and potential for scalability.

10. Conflict Resolution

In the event of any disagreements or disputes arising from the sponsorship agreement, RYTHMUS and the sponsor will seek to resolve the matter through open dialogue. If a resolution cannot be reached through mutual discussion, the matter will be referred to the Board of Trustees or an independent mediator to settle the dispute.

11. Review and Amendments



This **Project Sponsorship Policy** will be reviewed periodically by the Board of Trustees to ensure its relevance, effectiveness, and compliance with the legal and regulatory frameworks governing sponsorships in India. Any amendments or updates to this policy will be communicated to all stakeholders and sponsors.

Contact Information

For more information on sponsorship opportunities or inquiries about this policy, please contact:

RYTHMUS Sponsorship Coordinator

[Name]

[Phone Number]

[Email Address]

[Website URL]

Acknowledgment

By entering into a sponsorship agreement with [NGO Name], both parties acknowledge that they have read, understood, and agree to abide by the terms and conditions of this **Project Sponsorship Policy**.

Signature (Sponsor): _____

Name: _____

Date: _____

Signature (NGO Representative): _____

Name: _____

Date: _____



Safeguarding Policy

Effective Date From-14.11.2024

Contents

- 1. Introduction**
- 2. Purpose**
- 3. Scope**
- 4. Definition**
- 5. Guiding Principles**
- 6. Responsibilities**
- 7. Code of Conduct**
- 8. Reporting and Responding to Safeguarding Concerns**
- 9. Safeguarding Training**
- 10. Monitoring and Evaluation**
- 11. Partnerships and Collaboration**
- 12. Non-Compliance and Consequences**
- 13. Review and Amendment**

1. Introduction

At RYTHMUS, safeguarding is a fundamental part of our work, ensuring that the individuals, particularly vulnerable groups such as children, women, and marginalized communities, are protected from harm, abuse, and exploitation. We recognize that safeguarding encompasses a broad range of protection issues, and we are committed to ensuring the safety, dignity, and well-being of everyone who comes into contact with our organization, both in our operations and in the communities we serve. This Safeguarding Policy provides the framework for creating a safe and secure environment.

2. Purpose

The purpose of this policy is to:

- Establish a clear commitment to safeguarding all individuals who come into contact with RYTHMUS, with a focus on preventing harm, abuse, and exploitation.
- Provide clear guidelines for staff, volunteers, and partners to ensure that safeguarding is embedded into all aspects of the organization's work.
- Outline the procedures for reporting, responding to, and preventing safeguarding incidents.
- Promote a culture of respect, accountability, and transparency within the organization.

3. Scope

This policy applies to:



- All employees (full-time, part-time, temporary, and interns) of RYTHMUS.
- Volunteers, contractors, and consultants working for or on behalf of RYTHMUS.
- Partners, including external organizations, contractors, and suppliers working with RYTHMUS.
- Beneficiaries of the organization's programs, projects, and activities.

4. Definition of Safeguarding

Safeguarding refers to the actions and measures taken to protect individuals from any form of harm, abuse, neglect, or exploitation. It encompasses a range of issues including:

- **Child Protection:** Protecting children from abuse, exploitation, and neglect.
- **Protection from Sexual Exploitation and Abuse (PSEA):** Preventing sexual exploitation, abuse, and harassment.
- **Protection from Bullying and Harassment:** Preventing any form of harassment or abuse based on gender, race, ethnicity, or other discriminatory factors.
- **Preventing Harmful Practices:** Safeguarding against harmful traditional practices or cultural norms that threaten the well-being of vulnerable individuals.

5. Guiding Principles

The following principles guide our safeguarding efforts:

- **The Best Interests of Individuals:** All decisions and actions must prioritize the safety, welfare, and dignity of the individuals we work with.
- **Zero Tolerance for Abuse and Exploitation:** We have a zero-tolerance policy for any form of abuse, exploitation, or harm. This includes physical, emotional, sexual, and verbal abuse.
- **Non-Discrimination:** We do not tolerate any form of discrimination, harassment, or marginalization based on gender, disability, race, ethnicity, religion, sexual orientation, or any other status.
- **Accountability and Transparency:** We are committed to being transparent in our safeguarding practices and hold all staff and partners accountable for adhering to this policy.
- **Confidentiality:** Safeguarding concerns and related information will be kept confidential, except where disclosure is necessary to protect the individual or as required by law.

6. Responsibilities

All staff, volunteers, and partners of RYTHMUS have a responsibility to uphold the highest standards of safeguarding by:

- **Complying with this Policy:** All staff and volunteers must read, understand, and comply with this policy, including any procedures for reporting safeguarding concerns.



- **Preventing Harm:** All staff and volunteers should actively contribute to a safe and supportive environment by taking steps to prevent harm, abuse, and exploitation.
- **Reporting Safeguarding Concerns:** All staff, volunteers, and partners are required to report any concerns about potential abuse, neglect, exploitation, or harm to the designated Safeguarding Focal Point or through any available reporting mechanisms.
- **Cooperating with Investigations:** Individuals must cooperate with investigations into safeguarding concerns and report facts and evidence to the appropriate authorities.

7. Code of Conduct

All individuals associated with RYTHMUS must adhere to the following safeguarding standards:

- **Treat All Individuals with Respect and Dignity:** Always ensure that your behavior, language, and actions respect the dignity and integrity of individuals, especially vulnerable groups.
- **Avoid Harmful Situations:** Do not engage in behavior that could be perceived as inappropriate or abusive, including physical contact, sexual harassment, or making inappropriate jokes.
- **No Exploitative or Harmful Relationships:** Avoid forming any exploitative relationships with individuals, including financial, sexual, or personal relationships with children, beneficiaries, or vulnerable adults.
- **No Private, One-on-One Meetings with Vulnerable Individuals:** Always ensure that interactions with vulnerable individuals are conducted in a transparent and accountable manner, preferably with others present.

8. Reporting and Responding to Safeguarding Concerns

We have established clear procedures for reporting and responding to safeguarding concerns:

8.1 Reporting Mechanism

- All staff, volunteers, contractors, partners, and beneficiaries are encouraged to report any safeguarding concerns promptly, whether the concern involves themselves or others.
- Reports can be made to the designated **Safeguarding Focal Point**, who is responsible for managing safeguarding issues. Reports can be made in person, by phone, email, or through an anonymous reporting system (if available).
- In cases where the Safeguarding Focal Point is not available or the concern involves them, individuals can report to the senior management team, an external helpline, or other designated authorities.

8.2 Types of Safeguarding Concerns

- **Child Abuse or Exploitation:** Concerns related to physical, emotional, sexual abuse, or neglect of children.
- **Sexual Exploitation or Abuse (SEA):** Concerns about sexual exploitation or abuse by staff, volunteers, or partners.



- **Bullying or Harassment:** Concerns related to discrimination, harassment, intimidation, or bullying.
- **Neglect or Harmful Practices:** Concerns about neglect, harmful traditional practices, or inadequate care.

8.3 Investigation and Action

- Once a concern is reported, the Safeguarding Focal Point will assess the situation and determine the necessary steps, which may include immediate action to protect the individual(s) involved, conducting an investigation, or referring the matter to external authorities.
- Investigations will be carried out fairly and in a timely manner, with due consideration to the privacy, dignity, and safety of all parties involved.
- Disciplinary action, including termination or legal action, will be taken against anyone found to have violated the safeguarding policy.

9. Safeguarding Training

All staff, volunteers, and partners will receive safeguarding training during their induction and on a regular basis thereafter. The training will include:

- Understanding the key principles of safeguarding and child protection.
- Recognizing signs of abuse, exploitation, and neglect.
- Reporting procedures and the roles and responsibilities of staff and volunteers in safeguarding.
- Gender-sensitive and culturally respectful approaches to safeguarding.
- Training on how to respond to safeguarding disclosures and incidents appropriately.

10. Monitoring and Evaluation

RYTHMUS will:

- Regularly monitor and review its safeguarding practices to ensure compliance with this policy.
- Conduct safeguarding audits and reviews to evaluate the effectiveness of this policy and improve practices.
- Ensure that safeguarding is integrated into program design, implementation, and evaluation.

11. Partnerships and Collaboration

RYTHMUS will work closely with local and international partners, government bodies, and civil society organizations to ensure that safeguarding practices are aligned and that appropriate protection measures are in place across all partnerships.

12. Non-Compliance and Consequences



Failure to comply with this policy, including failure to report a safeguarding concern, will lead to disciplinary action. Serious violations, including abuse or exploitation, may result in immediate termination of employment, contracts, or partnerships, and may involve legal action.

13. Review and Amendments

This Safeguarding Policy will be reviewed annually, or sooner if necessary, to ensure its relevance, effectiveness, and compliance with evolving best practices, legal requirements, and organizational changes.

Signed by: [Executive Director/Board Chair]

[NGO Name]

[Date]

This Safeguarding Policy is a vital part of RYTHMUS's commitment to ensuring that all individuals, especially vulnerable groups, are protected from harm, abuse, and exploitation. Through adherence to this policy, we aim to create a safe, secure, and supportive environment for all individuals involved in our programs and activities.



Employee Engagement Policy

Effective Date From-14.11.2024

Contents

- 1. Introduction**
- 2. Purpose**
- 3. Scope**
- 4. Key Principles of Employee Engagement**
- 5. Employee Engagement Strategies**
- 6. Monitoring and Evaluation**
- 7. Employee Engagement and Organizational Success**
- 8. Policy Review**

1. Introduction

At RYTHMUS, we recognize that our employees are the heart of our organization. We are committed to fostering an environment where employees feel valued, engaged, and motivated to contribute to our mission of creating positive social impact. Employee engagement is central to our success, as it enhances job satisfaction, promotes professional growth, and improves overall organizational performance. This Employee Engagement Policy outlines the principles and practices that support our commitment to actively engaging with our staff, ensuring a positive, productive, and fulfilling work environment.

2. Purpose

The purpose of this policy is to:

- Promote a culture of inclusion, collaboration, and respect across the organization.
- Ensure that all employees feel valued, supported, and empowered to contribute their skills and talents toward achieving the organization's goals.
- Foster open communication, transparency, and mutual respect between staff and management.
- Support the professional development, well-being, and career growth of all employees.
- Enhance job satisfaction, motivation, and retention through meaningful engagement practices.

3. Scope

This policy applies to all employees of RYTHMUS, including:

- Full-time and part-time staff



- Temporary staff and interns
- Volunteers (in relation to engagement activities)
- Contractors and consultants engaged in long-term work with the organization

4. Key Principles of Employee Engagement

The following principles guide our approach to employee engagement:

- **Respect and Inclusion:** We commit to creating a workplace where all individuals are treated with dignity and respect. We value diversity and encourage a culture of inclusivity where all employees feel welcome, heard, and valued.
- **Open Communication:** We strive to maintain open, two-way communication channels between staff and management. Feedback is encouraged, valued, and acted upon to improve organizational effectiveness and employee satisfaction.
- **Professional Development:** We invest in continuous learning and development opportunities to support employees in their career growth. This includes training, mentorship, and opportunities for skill-building.
- **Recognition and Appreciation:** We believe in recognizing and celebrating the contributions of our employees. Regular acknowledgment of accomplishments, both big and small, helps to foster a sense of purpose and belonging.
- **Work-Life Balance:** We are committed to promoting a healthy work-life balance by encouraging flexibility and supporting employees' personal well-being and family responsibilities.
- **Empowerment and Autonomy:** We empower our employees to take ownership of their roles, encouraging innovation, decision-making, and accountability in their daily tasks and responsibilities.

5. Employee Engagement Strategies

To foster engagement, RYTHMUS will implement the following strategies:

a) Communication and Feedback

- **Regular Check-ins:** Managers will hold regular one-on-one meetings with employees to check on their well-being, progress, and career aspirations.
- **Surveys and Feedback Mechanisms:** We will regularly conduct employee engagement surveys and feedback sessions to gather input on job satisfaction, work environment, and areas for improvement.
- **Open Forums and Town Halls:** We will organize regular open forums and town hall meetings where employees can engage directly with leadership, ask questions, and discuss important organizational matters.
- **Suggestion Box:** An anonymous suggestion box (physical or digital) will be available for employees to share their ideas, concerns, or feedback with management.



b) Recognition and Rewards

- **Formal Recognition Programs:** We will establish formal recognition programs to celebrate employee achievements, such as “Employee of the Month,” performance awards, or special acknowledgments for contributions to key projects or milestones.
- **Peer Recognition:** Employees will be encouraged to recognize and appreciate their colleagues' contributions through informal peer recognition programs.
- **Annual or Quarterly Awards:** Employees who demonstrate exceptional dedication or innovative thinking will be recognized through awards that highlight their impact on the organization’s mission and values.

c) Professional Development and Growth

- **Training and Learning Opportunities:** We will offer regular training sessions, workshops, and professional development programs to enhance employees' skills, knowledge, and leadership capabilities.
- **Career Development Plans:** Each employee will have access to personalized career development plans that align with their goals, helping them grow within the organization.
- **Mentoring Programs:** Senior staff and managers will act as mentors to support the development of junior staff and to foster knowledge-sharing and professional growth.
- **Job Enrichment:** We will encourage job rotation, cross-departmental collaboration, and special projects to help employees develop a broader skill set and keep their work engaging.

d) Work-Life Balance and Well-Being

- **Flexible Working Hours:** We will support flexible work arrangements where possible, including telecommuting, flexible hours, or adjusted work schedules to accommodate employees’ personal and family needs.
- **Leave Policies:** We provide generous leave policies, including annual leave, sick leave, parental leave, and special leave for personal reasons, to help employees maintain a healthy work-life balance.
- **Employee Assistance Programs (EAP):** We will offer confidential counselling services and well-being support to help employees manage stress, mental health issues, and work-life challenges.
- **Well-being Initiatives:** We will promote employee well-being by offering wellness programs, such as fitness activities, stress management workshops, and access to mental health resources.

e) Inclusion and Diversity

- **Diverse Workplace:** We are committed to diversity and inclusivity and will actively recruit and support a diverse workforce that reflects the communities we serve.



- **Equal Opportunities:** All employees will have equal opportunities for career development and advancement, regardless of gender, race, ethnicity, religion, disability, or sexual orientation.
- **Cultural Awareness:** We will promote cultural awareness and respect by celebrating cultural diversity through events, holidays, and activities that represent the backgrounds and identities of our employees.

f) Employee Involvement and Decision-Making

- **Employee Participation:** We encourage employees to actively participate in decision-making processes, especially those that affect their work and the organization's overall direction.
- **Working Groups and Committees:** We will establish working groups or committees on specific issues (e.g., diversity and inclusion, sustainability, workplace health) that allow employees to take an active role in shaping policies and practices.
- **Engagement in Organizational Strategy:** Employees will be encouraged to contribute ideas to strategic planning, mission-related initiatives, and problem-solving to ensure that all voices are heard and valued.

6. Monitoring and Evaluation

To assess the effectiveness of our employee engagement initiatives, RYTHMUS will:

- **Conduct Regular Surveys:** Employee engagement surveys will be conducted at least annually to measure levels of engagement, job satisfaction, and areas for improvement.
- **Monitor Key Metrics:** We will track key engagement metrics, such as employee retention rates, absenteeism, and feedback from performance reviews.
- **Analyse Feedback:** Employee feedback will be analysed and acted upon to continuously improve engagement strategies. Any areas of concern will be addressed promptly to ensure employees feel heard and supported.
- **Review Engagement Plans:** The effectiveness of our engagement initiatives will be reviewed annually, and adjustments will be made as necessary to keep employees motivated and engaged.

7. Employee Engagement and Organizational Success

At RYTHMUS, we believe that engaged employees are more productive, innovative, and committed to our mission. By fostering a work environment that supports personal well-being, professional development, and meaningful contributions, we can enhance the overall impact of our organization and ensure that our employees are proud to be part of our mission.

8. Policy Review

This Employee Engagement Policy will be reviewed annually to ensure it aligns with best practices, evolving needs of our staff, and organizational priorities. Updates to the policy will be communicated to all employees, and feedback will be actively sought to ensure the continued success of our engagement strategies.



Signed by:

[Executive Director/Board Chair]

[NGO Name]

[Date]

This Employee Engagement Policy reflects RYTHMUS's commitment to creating an engaging, supportive, and fulfilling work environment. Through these principles and practices, we aim to foster a workplace where all employees feel valued and motivated to contribute to our shared vision of positive social change.



Employees/Personnel Policy

Effective Date: 14-Nov-2024

1.1 Purpose

The purpose of the Personnel Policy is to set down the policies, conditions, rights, and obligations of NGO employees subject to their performing of the duties and responsibilities in their respective job descriptions.

From the time of contract, each employee will have access to this policy, so that he/she can adhere to it with full knowledge and information.

The policies described below may at any time be subject to modification if the Board of Members of NGO deems it necessary. In such cases, employees will be fully informed of the changes made.

1.2 Categories of Personnel

All personnel working for NGO are classified into following types

1.2.1 Employees

Employees designate salaried individuals are given ongoing assignments, either part-time or full-time, and are paid on monthly basis. They will be contracted on yearly basis subject to periodic evaluations and performance assessments. They will have the responsibility towards the day-to-day functioning and/or in any one of more ongoing/prospective projects of the organization. All the employees of the organization are classified into Management Category, Professional Category and Support Categories.

1.2.2 Consultants

Consultants are professional experts hired by NGO on short-term basis only for the completion of specific tasks and assignments related to NGO or one or more of its projects. Separate and limited contracts, defining their job description, timeline, deliverables, reporting procedures and payment details will be issued to consultants. They will be paid on daily/monthly/weekly basis depending upon the nature of their assignment. They will not be considered as full-time or part-time employees of the organization.



1.2.3 Personnel Files

During appointment of the employee the photo copies PAN, Aadhar Card, ID and Address Proof, qualifications and experience letter are collected along with their joining letter & signed copy of policies and they will be kept in their files.

1.2.4 Personal Records:

The Organization maintains personal files for each employee. These personnel files contain confidential documents and are managed and maintained by Human Resources staff

Volunteers & Personnel Recruitment process

1.4.1 Volunteers Recruitment:

Volunteers are individuals who work at NGO out of their own choice or have been deputed at NGO by other organizations. They will be assigned tasks from time to time as deemed necessary by RYTHMUS Foundation. RYTHMUS Foundation will have a limited contract with volunteers and will not provide any compensation except under special conditions. Under special request or special circumstances, they will be provided a T.A of Rs100/- day against production of bills. They will not be considered as full-time or part-time employees of the organization.

1.4.2 Personnel Recruitment

RYTHMUS Foundation believes in equal employment opportunity to everyone, regardless of race, colour, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant condition. This policy applies to recruitment and advertising; hiring and job assignment; promotion, demotion, and transfer; layoff or termination; rates of pay and benefits; selection for training; and the provision of any other human resources service.

1.4.2 Notice of Vacant or New Position

It is the responsibility of the Board of Members to fill vacant positions as well as new regular positions and new temporary positions of a duration exceedingly more than six months. The Board must make sure that the positions can be filled under the organizational budget. For all new positions, a job description shall be established and include the following elements:

- Position summary
- Description of duties & responsibilities
- Conditions of work
- Qualification



Notice of a new or vacant position must be approved by the Board before it is released publicly. Recruitment for a new or vacant position can be opened to internal and external competition. For external recruitment, positions in the professional category can be advertised publicly through

Newspapers/websites if they are regular positions, or if there is a limited tendering process for consultation.

1.4.2.2 Interview & Selection

As a rule, a selection committee comprising of, at least two members shall be assembled for filling all positions. The committee will go through the applications received, retaining those that show the best qualifications. It will evaluate each candidate's application with the help of an evaluation form created beforehand, containing well-defined criteria. A list of the candidates chosen to be interviewed will be shortlisted by the Selection Committee. The interviews will serve to make a final choice and to establish a database of potential future candidates.



Environmental Responsibility Policy

Effective From- 14.11.2024

Contents

- 1. Introduction**
- 2. Purpose**
- 3. Scope**
- 4. Environmental Principles**
- 5. Actions and Practices**
- 6. Monitoring and Reporting**
- 7. Roles and Responsibilities**
- 8. Policy Review and Continuous Improvement**
- 9. Commitment to Global Standards**

1. Introduction

At RYTHMUS, we are committed to protecting the environment and minimizing our ecological footprint in all aspects of our operations. We recognize that the health of the environment is directly linked to the well-being of the communities we serve, and we are dedicated to promoting sustainable practices and environmental stewardship in our projects, programs, and organizational operations. This Environmental Responsibility Policy outlines the principles, strategies, and actions that RYTHMUS will follow to reduce our environmental impact and contribute to global sustainability efforts.

2. Purpose

The purpose of this policy is to:

- Ensure that all activities carried out by RYTHMUS are environmentally responsible and contribute positively to the sustainability of the communities in which we work.
- Minimize the environmental impact of our programs, operations, and events.
- Promote the efficient use of resources, including energy, water, and materials, and reduce waste.
- Foster environmental awareness among staff, volunteers, beneficiaries, and partners.
- Uphold our commitment to sustainability through responsible environmental practices.

3. Scope

This policy applies to:

- All staff, volunteers, and partners of RYTHMUS.
- All activities, programs, projects, and operations, including but not limited to office operations, fieldwork, travel, and event management.



- The procurement of goods and services, especially in relation to products that affect the environment, such as paper, plastics, and electronic waste.
- All stakeholders engaged in or affected by RYTHMUS's work, including beneficiaries, partners, suppliers, and donors.

4. Environmental Principles

RYTHMUS will adhere to the following principles to guide our environmental responsibility efforts:

a) Sustainability

- We will strive to integrate sustainability into all aspects of our work, from program design to implementation and evaluation.
- We will adopt sustainable solutions that minimize harm to the environment and make efficient use of available resources.

b) Resource Efficiency

- We are committed to reducing the consumption of resources, including energy, water, raw materials, and office supplies.
- We will promote practices that reduce the environmental impact of our operations, including using energy-efficient appliances, reducing waste, and minimizing single-use plastics.

c) Waste Reduction

- We will minimize waste through practices such as reusing materials, recycling, and reducing the use of non-recyclable or harmful materials.
- We will aim to reduce our use of disposable items, and whenever possible, use biodegradable, recyclable, or reusable alternatives.

d) Conservation of Natural Resources

- We will protect and conserve biodiversity, promote the sustainable use of natural resources, and integrate environmental conservation into our programs, particularly in regions where ecosystems and wildlife are threatened.
- We will take steps to ensure that our programs do not degrade the local environment or cause long-term harm to ecosystems or communities.

e) Climate Change Mitigation

- We will work to reduce greenhouse gas emissions through energy-efficient operations, sustainable travel practices, and other measures to minimize our carbon footprint.
- We will encourage climate resilience in the communities we serve, supporting initiatives that reduce vulnerability to climate change impacts.

5. Actions and Practices

To fulfill our environmental responsibilities, RYTHMUS will implement the following actions:



a) Sustainable Program Design and Implementation

- All new projects and programs will incorporate environmental impact assessments as part of the planning process to identify potential environmental risks and opportunities for sustainability.
- We will prioritize interventions that promote environmental conservation, including those focused on sustainable agriculture, renewable energy, water conservation, and waste management.

b) Eco-Friendly Office Operations

- **Paper Reduction:** We will reduce paper usage by promoting digital communications and record-keeping, using electronic signatures, and implementing a paperless filing system wherever possible.
- **Recycling:** We will provide recycling bins in all office locations and promote the recycling of paper, cardboard, plastics, and e-waste.
- **Energy Efficiency:** We will implement energy-saving measures such as using LED lighting, energy-efficient appliances, and encouraging the use of natural light. We will monitor and minimize our electricity consumption.
- **Water Conservation:** We will promote water-saving practices, such as fixing leaks, using low-flow faucets, and minimizing water use in office spaces.

c) Sustainable Procurement

- We will prioritize the procurement of products and services that are environmentally sustainable, including:
 - Eco-friendly office supplies (e.g., recycled paper, non-toxic cleaning products, sustainable furniture).
 - Energy-efficient technology (e.g., energy-saving computers, printers, and appliances).
 - Local and sustainable sourcing of materials and services, where possible, to reduce carbon emissions from transportation and support sustainable businesses.

d) Travel and Transportation

- We will minimize the environmental impact of travel by:
 - Encouraging the use of public transportation, biking, or walking for work-related trips.
 - Reducing air travel by promoting virtual meetings and using video conferencing tools.
 - Implementing a policy that requires staff to consider the environmental impact when planning travel and to offset emissions when air travel is unavoidable.

e) Waste Management



- We will implement waste reduction practices, including reducing packaging materials, reusing items where possible, and separating waste for recycling.
- We will actively engage in reducing plastic usage and, where possible, eliminate single-use plastics from our operations and events.
- We will ensure that electronic waste (e-waste) is disposed of responsibly through certified e-waste recycling facilities.

f) Engagement with Stakeholders

- We will engage with stakeholders, including staff, beneficiaries, partners, and donors, to raise awareness about environmental sustainability and encourage them to adopt eco-friendly practices.
- We will incorporate environmental responsibility into training sessions and workshops for staff and partners, helping them understand how their work and actions can contribute to environmental conservation.
- We will work with local communities to implement programs that improve environmental practices, such as community clean-up initiatives, tree planting campaigns, and conservation education.

6. Monitoring and Reporting

- **Environmental Impact Monitoring:** We will monitor the environmental impact of our operations and programs by collecting data on resource usage (e.g., energy, water, materials) and waste generation. Regular assessments will help us track progress towards our environmental goals and identify areas for improvement.
- **Annual Environmental Report:** We will produce an annual environmental report detailing the organization's sustainability efforts, including achievements, challenges, and future plans. This report will be shared with internal and external stakeholders to ensure transparency and accountability.
- **Environmental Audits:** Periodic environmental audits will be conducted to evaluate our adherence to the policy and identify opportunities for enhancing our environmental practices.

7. Roles and Responsibilities

The following individuals and teams are responsible for ensuring the implementation of this Environmental Responsibility Policy:

- **Executive Director (ED):** Overall responsibility for the environmental impact of the organization. The ED will ensure that environmental sustainability is integrated into strategic decision-making.
- **Sustainability Manager (or designated staff):** Responsible for overseeing the implementation of the policy, coordinating environmental initiatives, and monitoring progress.



- **Program Managers:** Ensure that environmental considerations are incorporated into the design and implementation of programs and projects.
- **All Staff:** Responsible for following environmentally friendly practices in their day-to-day work and encouraging others to do the same.

8. Policy Review and Continuous Improvement

This Environmental Responsibility Policy will be reviewed annually to ensure that it remains relevant and effective in meeting our sustainability goals. Feedback from staff, stakeholders, and external experts will be considered to improve and update the policy as needed.

9. Commitment to Global Standards

[NGO Name] is committed to aligning its environmental practices with international frameworks and guidelines, including:

- The **United Nations Sustainable Development Goals (SDGs)**, especially Goal 13 (Climate Action) and Goal 12 (Responsible Consumption and Production).
- The **Paris Agreement** on climate change and other global initiatives aimed at reducing environmental degradation and promoting sustainable practices.

Signed by:

[Executive Director/Board Chair]

[NGO Name]

[Date]

This Environmental Responsibility Policy demonstrates RYTHMUS's commitment to sustainability and our responsibility to protect the environment for future generations. By implementing sustainable practices across our operations and programs, we aim to reduce our environmental impact and promote a culture of environmental stewardship within the organization and in the communities we serve.



Financial Accountability and Transparency Policy

Effective Date From- 14.11.2024

Contents

- 1. Introduction**
- 2. Purpose**
- 3. Scope**
- 4. Governance and Oversight**
- 5. Financial Planning and Budgeting**
- 6. Fundraising and Donations**
- 7. Financial Reporting and Transparency**
- 8. Internal Controls and Financial Management**
- 9. Audits**
- 10. Compliance with Laws and Regulations**
- 11. Risk Management**
- 12. Policy Review and Updates**

1. Introduction

RYTHMUS is committed to upholding the highest standards of **financial accountability** and **transparency** in all aspects of its operations. As a non-profit organization, we recognize that public trust and confidence are integral to our ability to achieve our mission. This policy is designed to ensure that all financial transactions, resources, and activities are conducted in a transparent, ethical, and responsible manner, in compliance with all applicable laws and best practices.

This policy applies to all financial aspects of RYTHMUS, including the management of funds, accounting practices, financial reporting, auditing, and donations received from individuals, donors, foundations, and other stakeholders.

2. Purpose

The purpose of this policy is to:

- Ensure that all financial activities of RYTHMUS are carried out with integrity and accountability.
- Safeguard the organization's assets and resources, ensuring they are used only for their intended purposes.
- Maintain transparency in all financial matters, particularly in relation to donors, stakeholders, and beneficiaries.
- Ensure compliance with all relevant statutory, legal, and regulatory requirements governing financial operations of NGOs in India.



- Build trust and confidence with stakeholders, including donors, partners, employees, and the communities we serve.

3. Scope

This policy applies to:

- All employees, volunteers, board members, and contractors of RYTHMUS.
- All financial operations, including donations, grants, fundraising, expenditure, and internal financial controls.
- All financial records, reports, audits, and transactions of RYTHMUS.

4. Governance and Oversight

4.1 Board of Trustees/Directors

The **Board of Trustees** or **Board of Directors** of RYTHMUS holds ultimate responsibility for ensuring that the organization's financial resources are managed ethically and in line with the mission. The Board is responsible for approving the budget, overseeing financial management, ensuring regular audits, and ensuring the financial integrity of the organization.

4.2 Finance Committee

If applicable, the **Finance Committee** of the Board will oversee the organization's financial management, including reviewing financial reports, advising on financial strategies, and monitoring compliance with the Financial Accountability and Transparency Policy.

4.3 Executive Director/Management

The **Executive Director** and senior management are responsible for implementing financial policies and procedures on a day-to-day basis. They are responsible for overseeing the financial operations of the organization, including budgeting, accounting, and reporting, and ensuring compliance with the Board's directives.

5. Financial Planning and Budgeting

5.1 Annual Budget

- RYTHMUS will develop and approve an **annual budget** that aligns with its mission, goals, and activities. The budget will include clear allocations for all major categories, such as program expenses, administrative costs, and fundraising expenses.
- The annual budget will be approved by the Board of Trustees/Directors before the start of the fiscal year.
- The budget will reflect a balance between organizational needs and the availability of resources, ensuring funds are used efficiently and for their intended purpose.

5.2 Financial Planning



- Financial planning will involve forecasting revenue (donations, grants, and other income) and aligning it with the projected expenses, ensuring the organization remains financially sustainable.
- Financial reports will be regularly monitored to compare actual income and expenses against the budget, allowing for prompt corrective action if required.

6. Fundraising and Donations

6.1 Transparent Fundraising

- All fundraising efforts will be conducted in a transparent and accountable manner, with clear communication regarding the use of funds and the organization's financial needs.
- RYTHMUS will not accept donations or contributions from any individual or entity whose actions or goals are inconsistent with the organization's mission and values.

6.2 Donor Restrictions

- All donations, grants, and funds will be used for their designated purposes, as specified by the donor or grantor. If funds are restricted to a particular use, the organization will ensure that they are utilized for the intended program or project.
- Any unutilized or surplus funds will be managed according to the donor's instructions or used for similar projects if the donor permits.

6.3 Acknowledgment of Donations

- [NGO Name] will provide timely and transparent acknowledgment for all donations received, including a formal receipt for tax purposes in compliance with the **Income Tax Act, 1961**, and relevant sections like **12A** and **80G** for tax-exempt organizations.

7. Financial Reporting and Transparency

7.1 Internal Financial Reporting

- The **Finance Department** will prepare monthly financial statements, including a **profit and loss statement** and **balance sheet**, to provide an accurate view of the organization's financial health.
- Financial reports will compare actual expenditures and income to the budget, and any variances will be flagged for review by the management and the Board of Trustees/Directors.

7.2 External Financial Reporting

- **Annual Financial Statements:** RYTHMUS will prepare **annual financial statements** in accordance with Indian accounting standards, including the **Statement of Financial Position** (Balance Sheet) and **Statement of Financial Performance** (Income & Expenditure Statement).
- The financial statements will be independently audited by a qualified, external auditor, and the audited financial report will be presented to the Board and made available to stakeholders, including donors and the public.



- RYTHMUS will publish its audited financial statements on its website and make them available to stakeholders upon request, in the interest of transparency.

7.3 Public Disclosure

- RYTHMUS will ensure that it publishes its financial reports, including income and expenditure statements, on its website or in an annual report that is accessible to the public.
- The organization will also disclose detailed reports of all major funding sources, including grants, donations, and sponsorships, to ensure transparency.

8. Internal Controls and Financial Management

8.1 Segregation of Duties

- **Segregation of duties** will be enforced within the finance function to ensure that no single individual is responsible for both authorizing and executing financial transactions. This reduces the risk of errors or fraud.

8.2 Authorization and Approval

- All expenditures will require prior **authorization** and **approval** as per the established financial controls.
- The **Finance Manager** or designated person must approve all disbursements before payment is made, and approvals must be supported by appropriate documentation (e.g., invoices, receipts).

8.3 Cash Management

- Cash handling procedures will be stringent, and limits will be placed on the amount of cash held by the organization at any time.
- All receipts and payments involving cash will be documented, and a proper audit trail will be maintained.

8.4 Reconciliation

- Regular **bank reconciliations** will be conducted to ensure that the cash book aligns with the bank statement. Any discrepancies will be promptly investigated and resolved.
- Financial records will be maintained with adequate supporting documentation to facilitate reconciliation and audits.

9. Audits

9.1 External Audits

- An independent, external auditor will conduct an annual audit of [NGO Name]'s financial records to ensure compliance with applicable laws and standards. The auditor's findings and recommendations will be presented to the Board of Trustees/Directors.
- RYTHMUS will provide the auditor with unrestricted access to all relevant financial documents and records.



9.2 Internal Audits

- Internal audits may be conducted periodically to assess the effectiveness of financial controls and identify any areas of improvement. The findings of internal audits will be reported to the Board.

9.3 Audit Committee

- If applicable, the organization may establish an **Audit Committee** responsible for overseeing the auditing process, ensuring compliance with this policy, and addressing any concerns raised by internal or external auditors.

10. Compliance with Laws and Regulations

RYTHMUS will comply with all relevant laws, including but not limited to:

- **The Income Tax Act, 1961**, as it relates to the registration and recognition of the organization as a tax-exempt entity (Section 12A) and the provision of tax benefits to donors (Section 80G).
- **The Foreign Contribution (Regulation) Act, 2010 (FCRA)**, if applicable, for the receipt and management of foreign funds.
- **The Companies Act, 2013** (if applicable, for organizations registered as Section 8 Companies).
- Other relevant local, state, and national laws governing non-profit organizations in India.

11. Risk Management

11.1 Financial Risk Assessment

- Regular financial risk assessments will be conducted to identify potential risks to the organization, including fraud, mismanagement, and resource constraints.
- The organization will implement strategies to mitigate these risks, including regular reviews of financial procedures, staff training, and adoption of best practices.

11.2 Insurance and Safeguarding

- Appropriate **insurance coverage** will be maintained for the organization's assets and operations to safeguard against financial loss, theft, or damage.
- Employee fidelity insurance may also be considered to cover risks related to fraud or mismanagement.

12. Policy Review and Updates

This **Financial Accountability and Transparency Policy** will be reviewed annually by the Board and updated as necessary to ensure that it remains relevant and in compliance with applicable laws and regulations. Any amendments to this policy will be communicated to all employees, volunteers, and stakeholders.

13. Contact Information



For any questions or concerns regarding this policy, please contact:

[NGO Name] Finance Officer

[Name]

[Phone Number]

[Email Address]



Gender Equality Policy

Effective Date From- 14.11.2024

Contents

- 1. Introduction**
- 2. Purpose**
- 3. Scope**
- 4. Principles of Gender Equality**
- 5. Commitments to Gender Equality**
- 6. Implementation and Responsibilities**
- 7. Accountability and Enforcement**
- 8. Review and Revision**

1. Introduction

At RYTHMUS, we are committed to promoting **gender equality** and ensuring that all individuals—regardless of their gender—have equal access to opportunities, resources, and participation in our programs and activities. We recognize that gender inequality remains a significant social challenge, and we believe that working toward gender equality is fundamental to achieving our mission of social justice, empowerment, and sustainable development.

This **Gender Equality Policy** is intended to affirm our commitment to creating a gender-inclusive environment within the organization and in all our initiatives. It provides the framework to ensure that all staff, volunteers, beneficiaries, and stakeholders are treated fairly and equitably, regardless of gender.

2. Purpose

The purpose of this policy is to:

- Promote gender equality within RYTHMUS, ensuring that all individuals, regardless of gender, are treated with respect, dignity, and fairness.
- Eliminate all forms of gender-based discrimination, violence, and stereotyping in our operations, programs, and interactions.
- Ensure equal opportunities for men, women, transgender, non-binary, and gender-diverse individuals in all aspects of the organization's work, including recruitment, training, and program participation.
- Create a work and program environment that is inclusive, supportive, and free from gender-based harassment, exploitation, or bias.

3. Scope



This policy applies to:

- All employees of RYTHMUS, including full-time, part-time, and temporary staff.
- All volunteers, contractors, and consultants associated with RYTHMUS.
- All beneficiaries, partners, donors, and other stakeholders engaged in any of RYTHMUS's activities or programs.

This policy covers all operations, including recruitment, workplace culture, training, development opportunities, and any programs, projects, or activities implemented by RYTHMUS.

4. Principles of Gender Equality

RYTHMUS will uphold the following principles to ensure gender equality in all aspects of its work:

4.1 Equal Rights and Opportunities

- Every individual, regardless of gender, has the right to equal opportunities in employment, participation in programs, and access to resources and decision-making processes.
- We are committed to removing any barriers to equal participation for all genders.

4.2 Non-Discrimination

- We will not tolerate any form of discrimination based on gender, including but not limited to, discrimination based on sex, gender identity, gender expression, sexual orientation, or any other characteristic related to gender.
- All individuals will be treated fairly, and decisions will be based on merit, competence, and character, not gender.

4.3 Affirmative Action and Equal Representation

- RYTHMUS will actively work to ensure balanced representation and participation of all genders in leadership, decision-making, and program development, both within the organization and in the communities we serve.
- Special measures, such as training and capacity-building programs, may be introduced to empower individuals from underrepresented gender groups and ensure their full participation in decision-making roles.

4.4 Elimination of Gender-Based Violence and Harassment

- We commit to preventing and responding to all forms of gender-based violence, harassment, and exploitation in our workplace and in the communities we serve.
- We will ensure that our programs and workspaces are free from sexual harassment, bullying, intimidation, and exploitation, and that there are clear reporting and grievance mechanisms in place for anyone who experiences or witnesses such behavior.

4.5 Gender-Responsive Programs



- Our programs and projects will be designed and implemented with a gender lens, recognizing and addressing the different needs, challenges, and opportunities that individuals of different genders face.
- We will ensure that our interventions promote gender equality and empower individuals from all genders, particularly those who have historically been marginalized or excluded.

5. Commitments to Gender Equality

5.1 Workplace Equality

- We are committed to providing a workplace that promotes gender equality in all aspects, including recruitment, promotion, pay, and training.
- We will take proactive steps to ensure that women, transgender, and gender-diverse individuals are provided equal opportunities for career advancement, leadership, and skill development.

5.2 Gender-Sensitive Recruitment and Employment Practices

- All recruitment, hiring, and promotion processes will be free of gender bias, and all candidates will be evaluated based on their qualifications, skills, and experience.
- We will ensure that our workplace policies, including maternity, paternity, and caregiving leave, are designed to support all employees in balancing work and family responsibilities.

5.3 Inclusive Programming and Participation

- Our programs, services, and activities will be designed to meet the needs of all genders and will encourage the participation and leadership of women, transgender, and non-binary individuals in all areas of our work.
- We will provide opportunities for capacity-building, leadership training, and advocacy to empower individuals of all genders to take active roles in decision-making and community development.

5.4 Addressing Gender-Based Violence and Discrimination

- [NGO Name] will take proactive steps to identify and address any instances of gender-based violence, exploitation, or discrimination in our workplace, programs, and communities.
- We will ensure that all employees, volunteers, and beneficiaries have access to safe, confidential channels for reporting incidents of gender-based violence or discrimination, and that such complaints are taken seriously and investigated promptly.

5.5 Creating an Inclusive Environment

- We will ensure that our work environment is inclusive of all gender identities, and that all individuals feel safe and respected regardless of their gender.
- We will foster a workplace culture that actively supports the well-being of employees, including initiatives aimed at promoting mental health, work-life balance, and dignity for individuals of all genders.



6. Implementation and Responsibilities

6.1 Gender Equality Officer / Committee

- RYTHMUS will appoint a **Gender Equality Officer** or a **Gender Equality Committee** responsible for ensuring the implementation of this policy, monitoring progress, and addressing any issues or concerns related to gender equality.
- The Gender Equality Officer/Committee will regularly review policies and programs to ensure they are gender-sensitive and inclusive.

6.2 Training and Capacity Building

- All employees, volunteers, and relevant stakeholders will undergo regular training on gender equality, including the importance of creating an inclusive environment, identifying and preventing gender-based discrimination, and promoting gender equality in programs and activities.
- Gender sensitivity training will be provided to ensure that all staff and volunteers understand the implications of gender in our work and are equipped to address gender biases and stereotypes.

6.3 Monitoring and Evaluation

- The effectiveness of this Gender Equality Policy will be monitored and evaluated regularly through feedback mechanisms, surveys, and impact assessments.
- We will collect gender-disaggregated data for all our programs and initiatives to ensure that we are meeting our gender equality goals and to identify areas for improvement.

6.4 Grievance Redressal Mechanism

- RYTHMUS will establish a **Grievance Redressal Mechanism** to allow individuals to report any complaints related to gender discrimination, harassment, or violence. This mechanism will ensure that all complaints are treated confidentially, impartially, and without fear of retaliation.
- A clear process will be outlined for individuals to raise concerns, including the steps for resolution, investigation, and disciplinary action if necessary.

7. Accountability and Enforcement

- All staff and volunteers at RYTHMUS are expected to adhere to this policy and its guidelines. Violation of this policy may result in disciplinary action, which could include warnings, suspension, or termination of employment/volunteer status.
- Gender-based discrimination, harassment, or violence will not be tolerated under any circumstances, and the organization will take appropriate measures to address and rectify any violations.

8. Review and Revision



This Gender Equality Policy will be reviewed annually to ensure that it remains relevant, effective, and in line with the latest legal requirements, organizational needs, and best practices. Any amendments to the policy will be communicated to all employees, volunteers, and stakeholders.

9. Contact Information

For any questions or concerns about this policy, or to report any issues related to gender equality, please contact:

[NGO Name] Gender Equality Officer

[Name]

[Phone Number]

[Email Address]

Acknowledgment and Agreement

By signing below, I acknowledge that I have read, understood, and agree to comply with the Gender Equality Policy of RYTHMUS.

Signature: _____

Name: _____

Date: _____



Gift and Hamper Policy

Effective Date From-14.11.2024

Contents

- 1. Introduction**
- 2. Purpose**
- 3. Scope**
- 4. Definition**
- 5. General Principles**
- 6. Acceptable Gifts and Hampers**
- 7. Unacceptable Gifts and Hampers**
- 8. Receiving Gifts and Hampers**
- 9. Giving Gifts and Hampers**
- 10. Conflict of Interest and Perception of Bias**
- 11. Disciplinary Action**
- 12. Policy Review and Amendments**

1. Introduction

At RYTHMUS, we are committed to maintaining transparency, integrity, and accountability in all our operations. This includes ensuring that the giving and receiving of gifts, hampers, and other forms of material benefit do not conflict with the organization's values or create any perception of bias, favouritism, or unethical behaviour. This policy establishes the guidelines for the acceptance and distribution of gifts and hampers to maintain the highest ethical standards in all interactions.

2. Purpose

The purpose of this policy is to:

- Ensure that all gifts, hampers, or other forms of material benefits given or received in the course of RYTHMUS's operations are transparent, ethical, and appropriate.
- Prevent any conflicts of interest or perceptions of impropriety related to the giving or receiving of gifts.
- Provide guidance to staff, volunteers, and stakeholders on the appropriate handling of gifts and hampers.
- Promote a culture of integrity, accountability, and professionalism within the organization.

3. Scope

This policy applies to:

- All employees (full-time, part-time, temporary, and interns) of RYTHMUS.
- Volunteers, consultants, contractors, and board members.



- Partners, donors, and external stakeholders engaging with RYTHMUS.
- Any third parties acting on behalf of RYTHMUS in the course of their work.

4. Definitions

- **Gift:** Any item, service, or benefit given or received, including but not limited to money, vouchers, merchandise, or hospitality.
- **Hamper:** A collection of items or goods (such as food, drink, or other consumables) given as a gift or as part of a special occasion.
- **Conflict of Interest:** A situation where personal interests or relationships might interfere with the objectivity, integrity, or impartiality required in a professional setting.
- **Material Benefit:** Any form of benefit (e.g., gifts, Favors, or hospitality) that could influence a decision or create a perception of undue influence or bias.

5. General Principles

- **Transparency and Accountability:** All gifts or hampers given or received must be recorded and reported to the relevant authority within RYTHMUS to ensure transparency.
- **No Gifts for Personal Gain:** Gifts and hampers should not be given or received in exchange for personal gain, Favor, or influence, nor should they create a sense of obligation or expectation.
- **Ethical Behaviour:** Employees, volunteers, and partners must adhere to the organization's values of integrity, impartiality, and fairness when handling gifts or hampers.

6. Acceptable Gifts and Hampers

- **Modest and Token Gifts:** Gifts of low value (up to a maximum value of [insert value], depending on local context) that are culturally appropriate and given as a token of appreciation are generally acceptable.
- **Gifts Related to Organizational Work:** Small tokens of appreciation or gifts given in the course of events or activities that promote the organization's mission, such as promotional items or awards from partners or sponsors, may be accepted.
- **Festive Hampers:** Hampers that are part of official celebrations or traditional holiday gifting (e.g., end-of-year gifts or cultural celebrations) may be accepted if they are within the organization's value limits and do not create a conflict of interest.

7. Unacceptable Gifts and Hampers

The following types of gifts and hampers are **strictly prohibited**:

- **High-Value Gifts or Hampers:** Gifts or hampers of significant value, which could create a perception of favouritism, conflict of interest, or compromise impartiality.
- **Gifts with Conditions:** Any gifts or hampers that are given with the expectation of a reciprocal Favor or influence over decision-making.



- **Cash or Cash Equivalents:** No employee, volunteer, or partner should accept cash or any form of liquid financial gifts (e.g., vouchers that can be redeemed for cash).
- **Gifts from Contractors, Suppliers, or Vendors:** No gifts should be accepted from individuals or organizations currently involved in or bidding for contracts, tenders, or grants with RYTHMUS, as this could compromise the integrity of the procurement process.

8. Receiving Gifts and Hampers

- **Reporting Requirement:** All gifts or hampers received must be reported to the designated Gifts and Hampers Coordinator or the relevant authority within RYTHMUS. This includes gifts of any value, including token items, food, or holiday hampers.
- **Acceptance Criteria:** Employees, volunteers, and partners must consider the following when receiving gifts:
 - **Value:** Is the value of the gift appropriate and within the acceptable limit as defined in this policy?
 - **Circumstances:** Was the gift offered in a professional, business-related context, or is it part of a cultural or celebratory tradition?
 - **Frequency:** Is the gift part of a pattern of regular gifting, which could create a perception of favouritism?

9. Giving Gifts and Hampers

- **Purpose of Gifts:** Gifts and hampers may be given on behalf of RYTHMUS to show appreciation for the support of our donors, partners, volunteers, or stakeholders. The following guidelines apply:
 - Gifts must be of modest value and consistent with the organization's purpose.
 - Gifts should never be used to influence decision-making or create obligations.
 - The cost of the gift or hamper must be reasonable and not extravagant or excessive.
 - Gifts must comply with the legal requirements of the local jurisdiction and relevant donor or partner agreements.
- **Authorization:** All gifts or hampers given on behalf of the organization must be approved in advance by the relevant department or supervisor. A clear record of all gifts given must be maintained, including the recipient, occasion, and value.

10. Conflict of Interest and Perception of Bias

- If a gift or hamper is offered in a situation where the recipient may be in a decision-making role, the offer should be carefully evaluated for any potential conflict of interest or bias.
- If there is any doubt regarding the appropriateness of a gift or hamper, the individual should consult with the designated Gifts and Hampers Coordinator or relevant authority for guidance.



11. Disciplinary Action

Failure to comply with this policy may result in disciplinary action, including:

- **Rejection or Return of Gifts:** Employees are expected to return or reject gifts that do not comply with this policy.
- **Corrective Action:** Disciplinary action may be taken, including formal warnings, suspension, or even termination of employment in cases of repeated or severe non-compliance.

12. Policy Review and Amendments

This Gift and Hamper Policy will be reviewed annually, or sooner, if necessary, to ensure it remains up-to-date and aligned with best practices and organizational changes. Any changes will be communicated to all staff, volunteers, and stakeholders promptly.

Signed by:

[Executive Director/Board Chair]

[NGO Name]

[Date]

This Gift and Hamper Policy ensures that RYTHMUS maintains the highest standards of ethical conduct while managing the giving and receiving of gifts and hampers. Through adherence to this policy, we aim to avoid any real or perceived conflicts of interest, ensure transparency, and maintain the integrity of our operations.



Governance Policy

Contents

- 1. Introduction**
- 2. Purpose**
- 3. Scope**
- 4. Governance Structure**
- 5. Roles and Responsibilities**
- 6. Decision-Making Process**
- 7. Compliance with Laws and Regulations**
- 8. Conflict of Interest**
- 9. Monitoring and Evaluation**
- 10. Policy Review and Updates**

1. Introduction

RYTHMUS is committed to maintaining the highest standards of governance to achieve transparency, accountability, and ethical management in all aspects of our operations. This **Governance Policy** outlines the principles, structures, and processes that guide the organization's leadership and decision-making to ensure that the organization operates in a responsible, effective, and efficient manner, aligned with its mission, values, and objectives.

Good governance is essential for building public trust, ensuring financial accountability, and enabling the NGO to achieve its social objectives. This policy aims to ensure that all board members, staff, volunteers, and stakeholders act in accordance with the highest ethical standards and comply with relevant legal and regulatory requirements.

2. Purpose

The purpose of this policy is to:

- Define the governance structure and principles that will guide the actions and decisions of RYTHMUS.
- Ensure that the organization operates with transparency, accountability, and in the best interest of its stakeholders.
- Establish clear roles and responsibilities for the Board, management, and staff.
- Promote ethical conduct and prevent conflicts of interest.
- Ensure compliance with all applicable laws, regulations, and standards governing NGOs in India.



3. Scope

This policy applies to:

- The **Board of Trustees/Directors**.
- **Executive management** and senior staff.
- All other **employees, volunteers, and contractors** working with RYTHMUS.
- All stakeholders, including **beneficiaries, donors, partners, and the general public**.

4. Governance Structure

4.1 Board of Trustees/Directors

The Board of Trustees/Directors is the governing body of RYTHMUS. It has the ultimate responsibility for the organization's governance and for ensuring the organization adheres to its mission and values. The Board will consist of a diverse group of individuals, providing a range of skills, expertise, and perspectives to support the organization's objectives.

Responsibilities of the Board:

- **Oversight and Accountability:** Ensure that RYTHMUS operates in line with its mission, values, and objectives. Monitor the performance and effectiveness of the organization.
- **Strategic Direction:** Approve the strategic plan, set organizational priorities, and provide long-term vision for the organization.
- **Financial Oversight:** Review and approve annual budgets, financial reports, and audits to ensure sound financial management.
- **Legal and Ethical Compliance:** Ensure compliance with relevant laws, regulations, and ethical standards. This includes laws related to non-profit organizations, tax regulations, and employment laws.
- **Risk Management:** Identify potential risks to the organization, including financial, reputational, and operational risks, and ensure mechanisms are in place to mitigate these risks.
- **Performance Evaluation:** Regularly assess the performance of the organization and ensure that staff and management are delivering results in line with the strategic plan.
- **Conflict of Interest:** Ensure that conflicts of interest are disclosed and addressed promptly in line with RYTHMUS's Conflict of Interest Policy.

4.2 Executive Management

The Executive Director (or equivalent) is responsible for the day-to-day management and operations of RYTHMUS. The management team, under the Executive Director's leadership, is responsible for implementing the policies and strategic direction set by the Board, and for ensuring that the organization operates smoothly.



Responsibilities of Executive Management:

- **Implementation of Strategy:** Ensure that the strategic direction and decisions of the Board are implemented effectively.
- **Operational Management:** Manage all day-to-day operations, including staff management, program implementation, and service delivery.
- **Financial Management:** Ensure proper budgeting, financial reporting, and safeguarding of resources in accordance with the organization's financial policies.
- **Human Resources:** Hire, train, and manage staff and volunteers according to the organization's values and policies, ensuring a positive and inclusive work culture.
- **External Relationships:** Build and maintain relationships with key stakeholders, including donors, partners, and the communities served by the organization.
- **Risk Management:** Identify operational risks and implement policies and practices to mitigate those risks.

4.3 Advisory and Support Committees

RYTHMUS may form advisory or support committees to assist in specific areas of governance or strategic advice. These committees will include internal and external experts who provide guidance on issues such as program development, fundraising, legal compliance, and financial oversight.

5. Roles and Responsibilities

5.1 Chairperson of the Board

The Chairperson is responsible for leading the Board, facilitating its meetings, and ensuring that Board members fulfill their governance responsibilities effectively.

Key Responsibilities:

- Preside over Board meetings.
- Act as a liaison between the Board and Executive Management.
- Ensure the Board acts in accordance with the organization's bylaws and policies.
- Represent RYTHMUS to external stakeholders and public authorities.

5.2 Treasurer

The Treasurer is responsible for overseeing the financial health of the organization and ensuring that financial reporting is accurate, transparent, and in compliance with legal and regulatory standards.

Key Responsibilities:

- Review financial statements and ensure they are accurate and compliant with legal standards.



- Ensure that budgets and financial reports are prepared and presented to the Board for approval.
- Oversee the organization's investments, assets, and any financial risks.

5.3 Secretary

The Secretary is responsible for the administrative functions of the Board, including organizing meetings, maintaining records, and ensuring compliance with legal requirements regarding meetings, resolutions, and documentation.

Key Responsibilities:

- Maintain minutes of all Board meetings and ensure accurate documentation of decisions.
- Ensure compliance with legal and regulatory requirements regarding Board meetings and governance.
- Oversee the organization's compliance with its internal policies and bylaws.

5.4 Other Board Members

Each Board member has a responsibility to contribute to the governance and overall success of the organization. They are expected to actively participate in meetings, support the Executive Director and staff, and represent the organization in their respective areas of expertise.

Key Responsibilities:

- Attend and actively participate in Board meetings and other relevant committees.
- Provide expertise and guidance to the Executive Director and the organization.
- Ensure compliance with the organization's mission and values.
- Contribute to fundraising, outreach, and advocacy efforts.

6. Decision-Making Process

6.1 Decision-Making at the Board Level

Decisions made by the Board should be based on collective discussion and a majority vote. In cases of critical decisions, such as amendments to the governing documents or the dissolution of the organization, a higher threshold of consent (e.g., two-thirds majority) may be required.

6.2 Transparency and Accountability

Decisions will be documented in the minutes of Board meetings, and all stakeholders will be informed about key decisions in a timely manner. The organization will maintain a high level of transparency about its operations, finances, and decision-making processes.

7. Compliance with Laws and Regulations

RYTHMUS will ensure compliance with all applicable legal and regulatory requirements governing non-profit organizations in India, including but not limited to:



- **The Indian Trusts Act, 1882** (if registered as a trust).
- **The Societies Registration Act, 1860** (if registered as a society).
- **The Companies Act, 2013** (if registered as a Section 8 company).
- **Income Tax Act, 1961** (for tax-exempt status under sections such as 12A and 80G).
- **Foreign Contribution (Regulation) Act, 2010** (FCRA), if receiving foreign funding.
- All other laws governing labor, financial accountability, environmental standards, and data protection relevant to non-profits.

8. Conflict of Interest

All Board members, staff, and volunteers are required to disclose any personal, financial, or professional interests that may conflict with the interests of [NGO Name]. Any individual with a potential conflict of interest should recuse themselves from discussions or decisions related to the conflict.

9. Monitoring and Evaluation

9.1 Evaluation of Governance

The Board will conduct an annual self-assessment to evaluate its performance, the effectiveness of the governance structure, and compliance with this policy. The Executive Director will also assess the performance of the management team and staff to ensure that organizational goals are being met.

9.2 Review of Policies

This Governance Policy will be reviewed annually by the Board and revised as necessary to ensure that it remains relevant and in line with best practices in governance, legal requirements, and the organization's evolving needs.

10. Amendments to the Policy

Any amendments to this Governance Policy must be approved by the Board of Trustees. The policy will be reviewed regularly to ensure that it reflects the evolving needs of [NGO Name] and adheres to current legal and best practice standards.

11. Contact Information

For any questions or clarifications regarding this Governance Policy, please contact:

[NGO Name] Governance Officer / Board Secretary

[Name]

[Phone Number]

[Email Address]

Acknowledgment and Agreement



By signing below, I acknowledge that I have read, understood, and agree to comply with the Governance Policy of RYTHMUS.

Signature: _____

Name: _____

Date: _____



Grievance Policy

Contents

- 1. Introduction**
- 2. Purpose**
- 3. Scope**
- 4. Principle**
- 5. Types of Grievances**
- 6. Grievance Reporting Procedure**
- 7. Responsibilities**
- 8. Confidentiality**
- 9. Non-Retaliation**
- 10. Monitoring and Review**
- 11. Governance and Oversight**
- 12. Financial Planning and Budgeting**
- 13. Fundraising and Donations**
- 14. Financial Reporting and Transparency**
- 15. Internal Controls and Financial Management**
- 16. Audits**
- 17. Compliance with Laws and Regulations**
- 18. Risk Management**
- 19. Policy Review and Updates**

1. Introduction

At RYTHMUS, we are committed to maintaining a positive and respectful work environment for all employees, volunteers, partners, and stakeholders. We recognize that grievances or concerns may arise during the course of work or interaction with the organization. This Grievance Policy outlines the procedures for raising, addressing, and resolving grievances in a fair, transparent, and timely manner.

2. Purpose

The purpose of this policy is to provide a clear and structured process for individuals to express concerns or dissatisfaction and ensure that these issues are addressed fairly, without fear of retaliation or discrimination. We aim to resolve grievances in a way that upholds the values of justice, accountability, and integrity.

3. Scope

This policy applies to all employees, volunteers, consultants, and other stakeholders (including partners and beneficiaries) associated with RYTHMUS. It covers grievances related to:



- Work conditions, duties, and roles
- Harassment, discrimination, or bullying
- Violations of organizational policies or procedures
- Ethical concerns or misconduct
- Any other issues that negatively impact the work environment or the effectiveness of the organization

4. Principles

The following principles guide the grievance process:

- **Confidentiality:** All grievance matters will be handled confidentially to protect the privacy of the individuals involved.
- **Non-Retaliation:** No one who raises a grievance in good faith will face retaliation, discrimination, or any negative consequences.
- **Fairness and Impartiality:** All grievances will be addressed in a fair, unbiased, and objective manner.
- **Timeliness:** Grievances will be resolved as quickly as possible, with regular updates provided to the complainant.

5. Types of Grievances

Grievances can be categorized into the following types:

- **Personal Grievances:** Related to an individual's treatment by a supervisor, colleague, or other stakeholder.
- **Organizational Grievances:** Related to the organization's policies, practices, or procedures.
- **External Grievances:** Related to the behavior of external stakeholders, including beneficiaries, donors, or partners.

6. Grievance Reporting Procedure

Individuals wishing to raise a grievance should follow the steps outlined below:

1. Informal Resolution (Optional):

- If the grievance is minor, we encourage individuals to first attempt to resolve the issue informally by speaking directly with the person involved or the relevant manager. Many issues can be resolved through open and respectful communication.

2. Formal Grievance Submission:

- If the grievance cannot be resolved informally or is of a serious nature, it should be submitted in writing to the designated Grievance Officer or Human Resources (HR) department.



- The grievance should be submitted within [number of days, e.g., 14 days] of the incident or issue occurring.
- The written grievance should include:
 - A description of the grievance (with relevant details such as dates, parties involved, and nature of the concern)
 - Any supporting evidence, if available
 - The desired outcome or resolution

3. Acknowledgment and Review:

- Upon receiving the grievance, the Grievance Officer or HR will acknowledge receipt of the grievance within [number of days, e.g., 3 days].
- The grievance will be reviewed, and the complainant may be asked for further information or clarification if necessary.

4. Investigation:

- The Grievance Officer or designated team will conduct a fair and impartial investigation into the matter. This may include interviewing the complainant, the person against whom the grievance is raised, and any other relevant parties or witnesses.
- The investigation should be completed within [number of days, e.g., 30 days], unless an extension is needed, in which case the complainant will be informed of the delay.

5. Resolution:

- Following the investigation, the Grievance Officer or HR will propose a resolution or corrective action to address the grievance. This may include disciplinary actions, mediation, or changes in organizational policies or practices.
- The complainant and the individual against whom the grievance was raised will be informed of the decision in writing, and the resolution will be implemented promptly.

6. Appeal:

- If the complainant is dissatisfied with the outcome of the grievance process, they may appeal the decision by submitting a written appeal to a higher authority (e.g., Executive Director or Board) within [number of days, e.g., 10 days] of receiving the decision.
- The appeal will be reviewed, and a final decision will be communicated within [number of days, e.g., 14 days].

7. Responsibilities



- **Employees and Stakeholders:** Individuals are encouraged to raise any grievances they have in a timely and respectful manner and to cooperate with the investigation process.
- **Managers and Supervisors:** Managers and supervisors are responsible for fostering an open environment where grievances can be raised without fear of retaliation. They are also responsible for ensuring grievances brought to their attention are addressed promptly.
- **Grievance Officer/HR:** The designated Grievance Officer or HR team is responsible for managing the grievance process, conducting investigations, and ensuring fair and timely resolution.

8. Confidentiality

All grievances will be handled confidentially. Information related to a grievance will only be shared with those involved in the investigation or resolution process, unless disclosure is required by law or for the purpose of ensuring fair resolution.

9. Non-Retaliation

RYTHMUS is committed to ensuring that no one who raises a grievance in good faith is subject to retaliation or any adverse action. Retaliation against individuals for raising grievances or participating in investigations will be considered a serious violation of this policy and will be subject to disciplinary action.

10. Monitoring and Review

The Grievance Policy will be reviewed periodically to ensure it remains effective and aligned with best practices and legal requirements. Feedback from employees and stakeholders will be considered in any updates or revisions to the policy.

11. Contact Information

For any questions or concerns about this policy or the grievance process, please contact [Grievance Officer/HR Department Contact Information].

Signed by: [Executive Director/Board Chair] [NGO Name] [Date]

This policy is designed to create a safe, respectful, and accountable environment for all stakeholders involved with the NGO



Harassment and Discrimination Policy

Contents

1. Introduction
2. Purpose
3. Scope
4. Definition
5. Types of Harassment and Discrimination
6. Reporting Harassment and Discrimination
7. Investigation Process
8. Disciplinary Action
- 9.
10. Financial Planning and Budgeting
11. Fundraising and Donations
12. Financial Reporting and Transparency
13. Internal Controls and Financial Management
14. Audits
15. Compliance with Laws and Regulations
16. Risk Management
17. Policy Review and Updates

1. Introduction

RYTHMUS is committed to maintaining a work and program environment that is free from harassment, discrimination, and any form of abusive behavior. We believe that all individuals—whether staff, volunteers, beneficiaries, donors, or any other stakeholders—should be treated with dignity and respect. Harassment and discrimination not only harm individuals but also undermine the values, mission, and goals of our organization.

This **Harassment and Discrimination Policy** is designed to prevent and address all forms of harassment and discrimination, ensuring a safe and inclusive environment for everyone involved with RYTHMUS.

2. Purpose

The purpose of this policy is to:

- Promote a safe, respectful, and inclusive environment for all employees, volunteers, and stakeholders.
- Prevent all forms of harassment and discrimination, including those based on gender, caste, religion, disability, sexual orientation, and other protected characteristics.
- Define and identify various forms of harassment and discrimination.



- Provide a clear process for reporting, investigating, and resolving complaints related to harassment and discrimination.
- Ensure that those who report harassment or discrimination are protected from retaliation.

3. Scope

This policy applies to:

- All employees, board members, and volunteers of RYTHMUS.
- All contractors, vendors, consultants, and service providers working with RYTHMUS.
- All individuals involved in any activities, events, and programs organized or supported by RYTHMUS, including beneficiaries, donors, and visitors.

This policy covers all incidents of harassment and discrimination that occur during official work hours, during work-related events, and during any interactions or programs organized by RYTHMUS, regardless of location.

4. Definitions

4.1 Harassment

Harassment is any unwelcome behavior that creates an intimidating, hostile, or offensive environment. Harassment can take many forms, including but not limited to:

- **Verbal Harassment:** Name-calling, slurs, jokes, or offensive comments.
- **Physical Harassment:** Unwanted physical contact, gestures, or invasion of personal space.
- **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, inappropriate physical contact, and sexually suggestive comments.
- **Psychological Harassment:** Bullying, threats, intimidation, or making someone feel unsafe or unworthy.
- **Cyber Harassment:** Abusive or offensive emails, messages, or online posts.

4.2 Discrimination

Discrimination is the unfair or unequal treatment of individuals based on characteristics such as:

- **Gender:** Discrimination based on gender identity or gender expression.
- **Caste:** Discrimination based on caste, including untouchability and other forms of caste-based discrimination.
- **Religion:** Treating individuals unfairly because of their religious beliefs or practices.
- **Disability:** Treating individuals unfairly due to their physical or mental disability.
- **Sexual Orientation:** Discrimination based on one's sexual orientation or gender identity.
- **Age, Marital Status, and Pregnancy:** Discriminatory behavior based on age, marital status, or being pregnant.



- **Nationality or Ethnicity:** Discrimination based on a person's nationality, ethnicity, or cultural background.

Discrimination includes both direct and indirect actions that create unequal treatment or disadvantage based on any of the above grounds.

5. Types of Harassment and Discrimination

5.1 Sexual Harassment

Sexual harassment includes any behavior of a sexual nature that creates an intimidating, hostile, or offensive environment. This includes, but is not limited to:

- Unwelcome advances or propositions of a sexual nature.
- Inappropriate touching or other physical contact.
- Verbal comments or jokes of a sexual nature.
- Displaying or sending sexually explicit materials, images, or messages.
- Making suggestive gestures or remarks.

5.2 Workplace Bullying and Harassment

Bullying and harassment can include:

- Repeated and unjustified criticism or humiliation.
- Persistent exclusion or marginalization.
- Spreading false rumors or gossip.
- Aggressive or domineering behavior.

5.3 Discriminatory Behavior

Discrimination occurs when someone is treated unfairly or unequally based on characteristics such as:

- Gender, sexual orientation, caste, disability, ethnicity, religion, age, or marital status.
- Denial of equal opportunities in hiring, promotion, or participation in programs.
- Unequal pay or treatment based on protected characteristics.

6. Reporting Harassment and Discrimination

6.1 How to Report

If you experience or witness any form of harassment or discrimination, you are encouraged to report it promptly to the designated person in [NGO Name]. All reports will be taken seriously and treated with confidentiality.

You may report the incident to one of the following:



- **Designated Internal Complaint Committee (ICC) or Ombudsman:** [Name/Position]
- **HR Manager:** [Name/Position]
- **Any Senior Leader:** [Name/Position]

The reporting process can be initiated in person, by email, or through an anonymous reporting mechanism (if available).

6.2 No Retaliation

[NGO Name] prohibits retaliation against any individual who reports harassment or discrimination, or who participates in an investigation. Retaliation includes any form of adverse action, such as job loss, demotion, or exclusion from work-related activities. Anyone found retaliating will face disciplinary action.

7. Investigation Process

Upon receiving a complaint, RYTHMUS will initiate an investigation as quickly as possible. The following steps will be followed:

1. **Acknowledgment of Complaint:** A written acknowledgment will be sent to the complainant within [insert number] working days of receiving the complaint.
2. **Initial Review:** A preliminary review will be conducted to assess the seriousness and urgency of the complaint.
3. **Investigation:** A fair and impartial investigation will be conducted by the designated Internal Complaint Committee (ICC) or another responsible body. This may involve speaking to the complainant, the respondent, and any witnesses.
4. **Outcome:** Following the investigation, the findings will be presented, and appropriate disciplinary action will be taken if harassment or discrimination is confirmed.

All investigations will be conducted with respect for the privacy and dignity of all involved. Both the complainant and the respondent will have an opportunity to present their case.

8. Disciplinary Action

If harassment or discrimination is substantiated, disciplinary actions may include:

- **Verbal or Written Warning**
- **Suspension**
- **Termination of Employment or Volunteering Agreement**
- **Legal Action** (if necessary)

The severity of the action will be proportionate to the nature of the incident.

9. Prevention and Training

9.1 Awareness and Training



RYTHMUS is committed to creating awareness and providing training to all staff, volunteers, and stakeholders on harassment and discrimination. This training will include:

- Defining what constitutes harassment and discrimination.
- Educating on the rights of individuals under this policy.
- Training on how to report harassment and discrimination.
- Providing guidance on creating a respectful and inclusive environment.

9.2 Promoting a Respectful Environment

RYTHMUS will actively promote an inclusive and respectful environment by implementing the following initiatives:

- Encouraging open communication and feedback.
- Establishing and maintaining clear channels for reporting issues.
- Promoting diversity and inclusion in all aspects of our work and programs.

10. Confidentiality

Confidentiality will be maintained throughout the complaint and investigation process. The details of the complaint and the identities of the complainant, respondent, and any witnesses will only be shared with those who need to know in order to conduct the investigation and resolve the issue.

However, RYTHMUS is obligated to share information with legal authorities if required by law, and such instances will be handled in consultation with the complainant and relevant parties.

11. Review of Policy

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates will be made as necessary to reflect any legal, organizational, or operational changes.

12. Contact Information

For any questions or concerns regarding this policy, or to report any incidents of harassment or discrimination, please contact:

[NGO Name] Compliance Officer / HR Manager

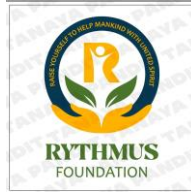
[Name]

[Phone Number]

[Email Address]

Acknowledgment and Agreement

By signing below, I acknowledge that I have read, understood, and agree to comply with [NGO Name]'s Harassment and Discrimination Policy.



Signature: _____

Name: _____

Date: _____



Human Resources Policy

Contents

1. Introduction
2. Purpose
3. Scope
4. Recruitment and Selection
5. Employment Terms
6. Compensation and Benefits
7. Workplace Culture and Conduct
8. Training and Professional Development
9. Disciplinary Action
10. Grievance Redressal
11. Confidentiality and Data Protection
12. Amendments and Review of Policy

1. Introduction

RYTHMUS is committed to maintaining a work environment that is inclusive, respectful, and conducive to personal and professional growth. Our Human Resources (HR) policies are designed to ensure that all employees, volunteers, and contractors are treated with fairness, dignity, and respect, while upholding the values of transparency, integrity, and accountability. This policy outlines the standards, expectations, and guidelines that govern employment practices and human resource management at RYTHMUS.

2. Purpose

The purpose of this Human Resources Policy is to:

- Establish clear guidelines for the recruitment, selection, and management of staff, volunteers, and contractors.
- Ensure that all employees are treated equitably, with respect to their rights and responsibilities.
- Foster an inclusive and productive work environment that supports personal and professional development.
- Promote transparency, accountability, and ethical behaviour in all HR-related practices.

3. Scope

This policy applies to:

- All **employees** (full-time, part-time, and temporary) of RYTHMUS.
- **Volunteers** and **interns** working with RYTHMUS.



- **Contractors** and **consultants** providing services to RYTHMUS.
- Any individuals engaged in work-related activities under the banner of RYTHMUS.

4. Recruitment and Selection

4.1 Non-Discrimination and Equal Opportunity

RYTHMUS is an equal opportunity employer. We are committed to a policy of **non-discrimination** in recruitment, selection, and employment. We ensure that all decisions related to hiring, promotions, pay, and training are made based on merit, qualifications, and skills without regard to:

- Gender
- Age
- Caste
- Religion
- Disability
- Sexual orientation
- Marital status
- Any other characteristic protected by law

4.2 Recruitment Process

- All job openings, whether for permanent, part-time, or temporary positions, will be advertised in a transparent manner.
- The recruitment process will include a clear description of job responsibilities, qualifications, and expectations. Applications will be reviewed objectively and selected based on merit.
- Interviews will be conducted by a panel of at least two individuals to ensure a fair and transparent evaluation process.
- Background checks, including references and relevant legal requirements (e.g., verification of identity, academic qualifications, etc.), will be conducted as per organizational policies.

4.3 Internal Promotion

RYTHMUS is committed to providing equal opportunities for career advancement. Internal candidates will be encouraged to apply for open positions, and due consideration will be given to internal candidates who meet the qualifications for promotion.

5. Employment Terms

5.1 Employment Contracts

- All employees, whether full-time, part-time, or temporary, will be provided with a written employment contract outlining their job responsibilities, salary, benefits, and other relevant terms of employment.



- The contract will also specify the duration of employment (if applicable), the probationary period (if any), and notice periods for termination.

5.2 Probation Period

- New employees may be placed on a **probationary period** of up to [insert period, e.g., 6 months]. During this period, their performance will be monitored and evaluated.
- At the end of the probation period, the employee will receive feedback, and their status (confirmed or terminated) will be determined based on performance.

5.3 Job Description and Role Expectations

- Clear job descriptions will be provided to all employees to ensure a mutual understanding of roles and expectations.
- Job descriptions will be reviewed periodically to ensure alignment with the organization's goals and the employee's evolving responsibilities.

6. Compensation and Benefits

6.1 Salary and Remuneration

- Salaries will be set based on the job description, experience, qualifications, and market benchmarks.
- The salary structure will ensure fairness and transparency and will be reviewed periodically based on performance, inflation, and market standards.

6.2 Benefits

Employees will be entitled to certain benefits in accordance with RYTHMUS's policies and statutory obligations under Indian law. Benefits include but are not limited to:

- **Paid Leave:** Annual leave (vacation), sick leave, and public holidays as per the statutory guidelines.
- **Maternity/Paternity Leave:** As per the provisions of the **Maternity Benefit Act, 1961**, and applicable laws.
- **Health and Safety:** Employees will have access to health and medical benefits in line with organizational policies.
- **Provident Fund (PF):** Contributions to the Employees' Provident Fund (EPF) will be made as per statutory requirements.
- **Gratuity:** Gratuity payments will be provided in accordance with the **Payment of Gratuity Act, 1972**, for eligible employees.

6.3 Performance Reviews and Appraisals

- Regular performance reviews will be conducted annually to assess employee contributions, professional development, and career goals.



- Feedback will be provided, and training or development needs will be identified to help employees achieve their goals.

7. Workplace Culture and Conduct

7.1 Code of Conduct

Employees are expected to act in accordance with RYTHMUS's values, mission, and ethical standards. Key principles include:

- **Integrity:** Always act honestly and with transparency.
- **Respect:** Treat others with respect, dignity, and fairness.
- **Professionalism:** Maintain a professional demeanor in all work-related interactions.
- **Accountability:** Take responsibility for your actions and decisions.

7.2 Workplace Harassment and Discrimination

RYTHMUS has a zero-tolerance policy for harassment, discrimination, and bullying in the workplace. Any form of discrimination, including based on gender, caste, religion, disability, or sexual orientation, is strictly prohibited.

Employees who experience or witness harassment or discrimination should report it immediately to the designated person in the HR department or to the **Internal Complaints Committee (ICC)**, as outlined in the **Harassment and Discrimination Policy**.

7.3 Health and Safety

[NGO Name] is committed to providing a safe and healthy working environment. All employees are expected to:

- Follow health and safety guidelines, including the proper use of office equipment and facilities.
- Report any hazards, accidents, or unsafe conditions to the management or safety officer promptly.
- Participate in health and safety training programs as required.

8. Training and Professional Development

8.1 Orientation and Onboarding

- New employees will undergo an onboarding process, which includes an introduction to the organization's mission, values, policies, and work culture.
- This will also include specific job training to ensure that new employees can perform their roles effectively and efficiently.

8.2 Continuous Learning and Capacity Building

- RYTHMUS is committed to providing opportunities for continuous learning and professional development.



- Employees will be encouraged to participate in external workshops, conferences, training sessions, and other relevant programs to build their skills and competencies.
- Budget and support will be made available to employees for pursuing professional development, subject to organizational priorities.

9. Disciplinary Action

9.1 Disciplinary Procedures

- Disciplinary actions will be taken when an employee breaches the organization's policies or code of conduct. Disciplinary measures can include verbal warnings, written warnings, suspension, or termination, depending on the severity of the violation.
- Employees will be given a chance to present their side of the story before any disciplinary action is taken.

9.2 Termination of Employment

- Employment may be terminated either by the organization or the employee. Employees are required to provide notice as specified in their employment contract, and the organization will provide notice or compensation in lieu of notice as per the terms of the contract and applicable laws.
- Grounds for termination may include poor performance, violation of policies, or gross misconduct.

10. Grievance Redressal

[NGO Name] is committed to providing a platform for employees to raise grievances or concerns in a fair and confidential manner. The **Grievance Redressal Mechanism** ensures that all grievances are addressed in a timely and impartial manner.

10.1 Grievance Process

- Employees may submit their grievances to their supervisor or the HR department, either verbally or in writing.
- Grievances will be reviewed by management, and appropriate steps will be taken to resolve the issue.
- If the grievance is not resolved satisfactorily, it can be escalated to the Internal Complaints Committee (ICC) or another designated committee.

11. Confidentiality and Data Protection

RYTHMUS recognizes the importance of protecting personal information. Employee records, including personal data, performance reviews, and any disciplinary actions, will be kept confidential and used only for official purposes. All staff are required to respect the confidentiality of sensitive information related to their colleagues, clients, and stakeholders.

12. Amendments and Review of Policy



This Human Resources Policy will be reviewed annually and updated as necessary to reflect changes in laws, regulations, and organizational requirements. Any amendments to this policy will be communicated to all employees.

13. Contact Information

For questions or clarifications regarding this policy, please contact:

[NGO Name] HR Manager

[Name]

[Phone Number]

[Email Address]

Acknowledgment and Agreement

By signing below, I acknowledge that I have read, understood, and agree to comply with the Human Resources Policy of RYTHMUS.

Signature: _____

Name: _____

Date: _____



Advertisement Policy

Effective Date: 14-Nov-2024

Contents

1. Introduction
2. Purpose
3. Scope
4. Key Principle of Advertisement
5. Approval and Oversight
6. Fundraising Advertisements
7. Digital and Social Media Advertising
8. Ethical Partnerships in Advertising
9. Monitoring and Evaluation
10. Policy Violations
11. Policy Review

1. Introduction

At RYTHMUS, we are committed to communicating our mission, programs, and initiatives in a transparent, ethical, and responsible manner. Advertisements are a vital tool in reaching out to potential beneficiaries, donors, partners, and the general public to raise awareness, promote our activities, and encourage support for our cause. This Advertisement Policy outlines the guidelines and principles for how RYTHMUS conducts its advertising and promotional activities to ensure they align with our values and the highest standards of ethical practice.

2. Purpose

The purpose of this policy is to:

- Ensure all advertising conducted by RYTHMUS reflects the organization's values, mission, and vision.



- Maintain transparency and honesty in all communications, ensuring no misleading or exaggerated claims are made.
- Set clear guidelines on the appropriate use of advertising for promoting our activities, fundraising, and partnerships.
- Ensure that our advertisements are sensitive to the communities and individuals we serve and do not exploit or cause harm.
- Protect the reputation of RYTHMUS and its partners by promoting responsible and ethical advertising practices.

3. Scope

This policy applies to:

- All employees, volunteers, and contractors involved in advertising and promotional activities on behalf of RYTHMUS.
- All forms of advertisement, including but not limited to print, digital, social media, radio, television, billboards, and online ads.
- Any third-party agencies, consultants, or partners involved in creating or disseminating advertisements on behalf of RYTHMUS.

4. Key Principles of Advertisement

The following principles must guide all advertisements by RYTHMUS:

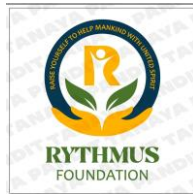
a) Transparency and Honesty

- All advertisements must provide accurate and truthful information about our programs, initiatives, and the impact of our work. We must avoid misleading statements or exaggerations that could create unrealistic expectations.
- Claims related to fundraising, donations, and financial transparency must be verifiable, and any statistics or data used in advertisements should be based on solid evidence.

b) Respect for the Communities We Serve

- Advertisements should not exploit vulnerable groups or individuals for emotional or financial gain. We must ensure that all images, stories, and content shared respect the dignity, privacy, and rights of the people depicted.
- We will avoid portraying people in ways that could be seen as demeaning, exploitative, or inappropriate.
- Consent must be obtained from individuals who appear in advertisements, and their personal stories should be used only with their informed consent.

c) Cultural Sensitivity



- Advertisements must be culturally sensitive and appropriate for the audiences they target. We will ensure that content is respectful of cultural, religious, and social norms in the regions where we operate.
- We will avoid content that could be perceived as divisive, disrespectful, or offensive to any group or individual.

d) Inclusivity and Diversity

- Advertisements should reflect the diversity of the populations we serve, showcasing a variety of genders, ages, races, ethnicities, and backgrounds in a respectful and accurate manner.
- We will ensure that our advertisements reflect the values of inclusivity and fairness, avoiding any discriminatory or exclusionary language, imagery, or messaging.

e) Non-Commercial Nature

- As a non-profit organization, we must ensure that advertisements do not appear overly commercial or promotional in nature. Our primary focus should be on raising awareness, educating the public, promoting our mission, and inspiring support for our cause, rather than generating profit.

5. Approval and Oversight

- All advertisements must be approved by the designated **Marketing and Communications Team** or other relevant authority within RYTHMUS. This team is responsible for ensuring that the content adheres to this policy and reflects the organization's mission, values, and ethical standards.
- Any external agency, consultant, or partner involved in creating advertisements on behalf of RYTHMUS must be made aware of this policy and its guidelines. They must demonstrate compliance with these standards.
- All content will be reviewed for alignment with the organization's vision, mission, and strategic goals before publication or distribution.

6. Fundraising Advertisements

- **Fundraising Transparency:** If advertisements are used to promote fundraising efforts, the purpose and intended use of the funds must be clearly stated. Advertisements must ensure donors understand how their contributions will be used.
- **Donation Requests:** All requests for donations, whether monetary or in-kind, must be communicated with honesty and transparency, detailing the specific needs and how donations will directly impact our programs.
- **Financial Accountability:** We will make sure that all fundraising materials (print, online, social media, etc.) reflect RYTHMUS's commitment to financial transparency and responsible stewardship of donated funds.

7. Digital and Social Media Advertising



- **Digital Ads and Targeting:** We will use digital platforms (such as Google Ads, Facebook, Instagram, etc.) responsibly, ensuring that advertisements are appropriate for the platform and audience. Targeting practices will be mindful of privacy rights and not overly invasive.
- **Social Media Guidelines:** All social media campaigns must adhere to this policy, ensuring that the tone, messaging, and visuals are consistent with RYTHMUS's values. We will not engage in practices that promote misinformation, sensationalism, or unethical behaviour online.
- **Engagement with the Public:** Social media platforms provide opportunities for two-way communication with the public. We will encourage positive engagement and respectful dialogue while responding to queries or comments in a timely and professional manner.

8. Ethical Partnerships in Advertising

- **Partnered Advertisements:** If RYTHMUS is involved in joint advertising campaigns with a corporate partner, donor, or external organization, we must ensure that the partnership does not compromise our values or mission. Any advertising that involves a partner must align with the principles outlined in this policy.
- **Avoiding Conflicts of Interest:** RYTHMUS will not accept advertising from organizations that may present a conflict of interest or compromise our objectivity. This includes businesses or entities whose practices are inconsistent with our ethical standards or that may undermine our mission.

9. Monitoring and Evaluation

- **Monitoring Effectiveness:** We will regularly evaluate the effectiveness of our advertisements, including their reach, engagement, and impact. Feedback from stakeholders, including donors, partners, and the public, will be used to assess whether the messaging is clear, ethical, and aligned with our goals.
- **Review and Adaptation:** The Marketing and Communications Team will periodically review advertising campaigns to ensure compliance with this policy. Adjustments will be made based on feedback, performance data, or changes in the organization's strategic direction.

10. Policy Violations

- Any violations of this policy, whether intentional or unintentional, will be addressed promptly. If necessary, disciplinary action will be taken, which could include reevaluation of the individual or team's approach to advertising and the implementation of corrective measures.
- If any advertisement is found to have violated the principles outlined in this policy, it will be immediately withdrawn, and the issue will be addressed by management.

11. Policy Review

This Advertisement Policy will be reviewed annually or sooner, if necessary, to ensure it remains relevant and up-to-date with best practices in ethical advertising and communications. All updates



will be communicated to relevant staff, volunteers, and partners involved in advertising and marketing activities.

Signed by:

[Executive Director/Board Chair]

[RYTHMUS FOUNDATION]

[14.11.2024]

This Advertisement Policy ensures that RYTHMUS maintains high ethical standards in all advertising activities, promoting our mission while safeguarding the dignity and trust of our stakeholders. Through responsible, transparent, and respectful advertising, we aim to increase awareness, foster engagement, and inspire positive action in support of our cause.



Advocacy and Lobbying Policy

Effective Date from-14.11.2024

Contents

- 1. Introduction**
- 2. Purpose**
- 3. Scope**
- 4. Deffination**
- 5. Guiding Principles of Advocacy and Lobbying**
- 6. Key Areas of Advocacy**
- 7. Donor and Funding Considerations**
- 8. Lobbying Activities and Reporting**
- 9. Conflict of Interest**
- 10. Collaboration with Other Organizations**
- 11. Review and Amendments**

1. Introduction

RYTHMUS is committed to promoting social change and advocating for the rights and needs of the communities and individuals we serve. As a non-governmental organization (NGO) operating in India, we believe that **advocacy and lobbying** are essential tools for influencing public policy, raising awareness about key social issues, and ensuring that the voices of marginalized and underserved populations are heard.

This policy outlines our approach to advocacy and lobbying, setting clear guidelines on how RYTHMUS engages in these activities, while ensuring transparency, accountability, and adherence to legal and ethical standards.

2. Purpose

The purpose of this **Advocacy and Lobbying Policy** is to:

- Establish a framework for responsible and ethical advocacy and lobbying.
- Ensure transparency in our engagement with policymakers, legislators, and government officials.



- Align our advocacy efforts with RYTHMUS's mission, values, and legal obligations.
- Encourage active participation in policy discussions to promote social justice, human rights, environmental protection, and community welfare.
- Avoid conflicts of interest and ensure that lobbying activities are conducted ethically and in the best interest of the public.

3. Scope

This policy applies to:

- All employees, volunteers, board members, and contractors of RYTHMUS involved in advocacy and lobbying activities.
- All activities related to advocating for specific causes, influencing public opinion, or seeking to affect legislative and policy decisions at the local, state, and national levels.
- Interactions with government officials, political leaders, policy makers, and public institutions.

4. Definition of Advocacy and Lobbying

4.1 Advocacy

- Advocacy refers to actions taken by RYTHMUS to raise awareness, build public support, and promote policy changes that align with the organization's mission and values. Advocacy activities may include:
 - Public campaigns to raise awareness about specific issues.
 - Educating the public and decision-makers about social, economic, environmental, or political issues.
 - Partnering with other civil society organizations or stakeholders to strengthen efforts for systemic change.
 - Organizing events, meetings, seminars, and workshops to influence policy or decisions.

4.2 Lobbying

- Lobbying is a more direct form of advocacy that aims to influence the legislative or policy decision-making process. It involves:
 - Direct communication with policymakers, government officials, or elected representatives to advocate for specific policy positions.
 - Submitting petitions, letters, or formal proposals to influence public policy decisions or legislative changes.
 - Engaging in consultations with governmental bodies or legislative committees.



5. Guiding Principles of Advocacy and Lobbying

5.1 Alignment with Mission

- All advocacy and lobbying activities will be aligned with the **mission and values** of RYTHMUS. The issues we engage with will reflect our commitment to social justice, human rights, environmental sustainability, poverty alleviation, and other causes consistent with our objectives.

5.2 Non-Partisan Approach

- RYTHMUS will maintain a **non-partisan stance** in all advocacy and lobbying efforts. We do not support or oppose any political party or candidate. Our advocacy efforts are focused solely on advancing our mission and addressing critical social issues, rather than political interests.

5.3 Transparency and Accountability

- All advocacy and lobbying efforts will be conducted transparently. We will ensure that our actions are clear to the public, stakeholders, and donors. We will maintain accurate records of our advocacy and lobbying activities, including meetings, communications, and expenditures related to these efforts.

5.4 Ethical Standards

- All lobbying activities will be carried out in accordance with ethical principles. We will avoid making false claims or misrepresenting facts to influence policy. We will not offer any form of financial incentive or undue influence to policymakers. Our advocacy efforts will always prioritize the public interest and the well-being of marginalized communities.

5.5 Compliance with Laws and Regulations

- RYTHMUS will adhere to all **Indian laws and regulations** governing advocacy and lobbying activities. This includes compliance with:
 - **The Foreign Contribution (Regulation) Act, 2010 (FCRA)**, if applicable, regarding the receipt and utilization of foreign funds.
 - **The Income Tax Act, 1961**, particularly with regard to maintaining tax-exempt status and the proper use of funds.
 - Any other legal provisions related to non-profit organizations, lobbying, or public policy advocacy.

6. Key Areas of Advocacy

RYTHMUS may engage in advocacy on a variety of issues that align with its mission and focus areas, including but not limited to:

- **Human Rights and Social Justice:** Advocating for the protection and promotion of human rights, including the rights of women, children, marginalized groups, and minority communities.



- **Environmental Sustainability:** Promoting policies that address climate change, conservation, and the protection of natural resources.
- **Health and Education:** Advocating for equitable access to quality healthcare and education, particularly for disadvantaged groups.
- **Poverty Alleviation and Economic Justice:** Promoting policies that reduce poverty, improve employment opportunities, and ensure fair wages and economic justice.
- **Governance and Transparency:** Advocating for good governance, transparency, and accountability in public institutions, including combating corruption.
- **Gender Equality:** Promoting policies that advance gender equity, including in access to education, employment, and legal protections.

7. Donor and Funding Considerations

- RYTHMUS will ensure that its advocacy and lobbying activities do not violate any restrictions imposed by donors or funding sources. This includes ensuring that funds provided for specific programs are not diverted to lobbying activities unless explicitly permitted by the donor.
- Any donations or grants used for advocacy purposes will be reported clearly and transparently in the organization's financial reports.

8. Lobbying Activities and Reporting

8.1 Recording and Reporting

- All lobbying activities, including meetings with public officials, communication with policymakers, and submission of petitions or proposals, will be accurately documented.
- **Annual Reports** will include a summary of advocacy and lobbying activities conducted by RYTHMUS, highlighting the issues addressed, actions taken, and any outcomes or progress achieved.
- Any **expenditures** related to lobbying, including travel, materials, and personnel costs, will be documented and reported in the financial statements.

8.2 Engaging with Policymakers

- Engagement with policymakers and government officials will be transparent, and efforts to influence decisions will be conducted in a professional manner.
- RYTHMUS will maintain a record of all meetings with government officials and policymakers, including the objectives of the meeting, key discussions, and outcomes.

8.3 Advocacy Campaigns

- Public campaigns, petitions, and events aimed at raising awareness or influencing public opinion will be organized with transparency and respect for diverse viewpoints.



- Communications, such as press releases, social media posts, or public statements, will always be fact-based, respectful, and non-partisan.

9. Conflict of Interest

- All individuals involved in advocacy and lobbying activities must avoid situations that may lead to conflicts of interest.
- Employees, board members, and volunteers will disclose any personal or financial interest that could influence their advocacy activities.
- No individual associated with RYTHMUS will accept gifts, incentives, or benefits from any person or organization with a vested interest in the outcome of lobbying efforts.

10. Collaboration with Other Organizations

- RYTHMUS recognizes the importance of **collaborative advocacy** and may partner with other NGOs, civil society organizations, and community groups to amplify our efforts and achieve common goals.
- Collaborative advocacy will be carried out in accordance with this policy, ensuring that all parties involved maintain ethical standards, transparency, and mutual respect.

11. Review and Amendments

- This **Advocacy and Lobbying Policy** will be reviewed annually by the Board of Trustees/Directors to ensure its relevance and compliance with changing laws and best practices.
- Any amendments or changes to the policy will be approved by the Board and communicated to all relevant stakeholders.

12. Contact Information

For any questions or concerns regarding this policy or to seek clarification on any aspect of our advocacy and lobbying efforts, please contact:

RYTHMUS Advocacy and Policy Officer

[Name]

[Phone Number]

[Email Address]

[Website URL]

Acknowledgment

By participating in or supporting RYTHMUS's advocacy and lobbying efforts, you acknowledge that you have read, understood, and agree to the terms of this **Advocacy and Lobbying Policy**.



Signature: _____

Name: _____

Date: _____



Anti-Corruption Policy

Effective Date: 14-Nov-2024

Contents

1. Introduction
2. Purpose
3. Scope
4. Definition Of Corruption
5. Anti-Corruption Principles
6. Reporting Corruption and Misconduct
7. Consequences of Non-Compliance
8. Training and Awareness
9. Monitoring and Review
10. Compliance with Indian Laws
11. Conclusion

1. Introduction

RYTHMUS is committed to upholding the highest standards of integrity, transparency, and ethical conduct in all aspects of our operations. As a non-governmental organization (NGO) working towards social impact, we recognize the potential risks of corruption in our activities, whether related to financial management, project implementation, procurement, or interactions with stakeholders.

This **Anti-Corruption Policy** establishes clear guidelines to prevent, detect, and respond to any forms of corruption, bribery, or unethical behaviour within RYTHMUS. We aim to maintain the trust of our donors, partners, staff, beneficiaries, and the general public by fostering an environment of transparency, accountability, and integrity.

2. Purpose

2.1. The purpose of this Policy is to ensure that Organization sets up adequate procedures in order to prevent Organization's involvement in any activity



relating to bribery, facilitation payments, or corruption, even where the involvement may be unintentional.

2.2 Recognize questionable transactions, behaviour or conduct;

2.3 be alert to warning signs in relation to bribery and corruption;

2.4 Report actual or suspected violations of this Policy.

2.5 Report any evidence which indicates that an agreement or arrangement with a third-party lacks business integrity;

2.6 report any activity relating to bribery or corruption;

2.7 Co-operate with any investigation or audit activities relating to matters covered by this Policy.

2.8 Otherwise fully comply with and follow procedures set in place to deal with such behaviour or conduct.

2.9 Prevent corruption, bribery, and unethical conduct within RYTHMUS.

- Ensure that all employees, volunteers, board members, and partners act with integrity and accountability in all their dealings.
- Promote transparency in financial management, procurement, fundraising, and program execution.
- Define the responsibilities of staff and stakeholders in reporting and addressing corruption.
- Protect the organization's reputation and ensure compliance with Indian laws, including the **Prevention of Corruption Act, 1988**, and other applicable regulations.

3. Scope

This policy applies to:

- All employees, volunteers, board members, consultants, and contractors working with or on behalf of RYTHMUS.
- All individuals, organizations, or partners involved in any capacity with RYTHMUS, including vendors, suppliers, donors, and beneficiaries.



- All activities and operations of RYTHMUS, including but not limited to financial transactions, procurement, grant management, fundraising, project implementation, and advocacy.

4. Definition of Corruption

For the purposes of this policy, **corruption** includes, but is not limited to, the following acts:

- **Bribery:** Offering, giving, receiving, or soliciting anything of value to influence the actions of others inappropriately.
- **Kickbacks:** Receiving or offering payments for steering business or activities in a particular direction, often at the expense of the organization's interests.
- **Fraud:** Any act of intentional misrepresentation, falsification, or manipulation of facts for personal gain.
- **Embezzlement:** Theft or misappropriation of funds or assets entrusted to one's care.
- **Nepotism:** Favouritism towards relatives or friends in hiring, promotions, or awarding contracts.
- **Conflict of Interest:** When an individual's personal or financial interests influence or conflict with their professional duties or responsibilities.

5. Anti-Corruption Principles

5.1 Zero Tolerance for Corruption

RYTHMUS has a **zero-tolerance policy** towards corruption and bribery in all forms. Any act of corruption, whether involving staff, contractors, partners, or third parties, will be treated as a serious violation and dealt with accordingly.

5.2 Transparency in Operations

RYTHMUS will ensure transparency in all financial transactions, procurement processes, and decision-making activities. This includes maintaining accurate and complete records of all activities, especially financial ones, and regularly auditing financial statements.



5.3 Integrity in Procurement and Contracting

- All procurement and contracting activities must be conducted fairly and transparently.
- Any procurement decisions must be based on merit, fairness, and value for money, with no undue influence or favouritism towards vendors or suppliers.
- All contracts and agreements must be clearly documented and subject to approval by the appropriate authority within the organization.

5.4 Gift and Hospitality Guidelines

- Employees, board members, and volunteers are **prohibited from offering or accepting** gifts, hospitality, or any other form of incentive that could be perceived as influencing their decisions or actions.
- Token gifts of nominal value, such as promotional items or items given during festive seasons, may be accepted, provided they do not influence any decisions or create conflicts of interest.

5.5 Political and Electoral Neutrality

RYTHMUS is a non-political, non-partisan organization and will not participate in any political activities or provide financial or other support to any political party or candidate. Our focus remains on serving the public good, and we remain neutral in the political arena.

5.6 Conflict of Interest

All staff, board members, and volunteers must disclose any potential **conflict of interest** to RYTHMUS immediately. A conflict of interest occurs when personal interests interfere, or appear to interfere, with professional duties and obligations.

- Individuals must avoid situations where personal, financial, or other interests could influence their decision-making or actions at the organization.
- All conflicts of interest must be declared and managed transparently, and any relevant decisions may be subject to additional scrutiny or oversight.



6. Reporting Corruption and Misconduct

6.1 Whistleblower Policy

- RYTHMUS encourages all employees, volunteers, partners, and stakeholders to report any suspicion or knowledge of corruption, fraud, or unethical behaviour.
- Reports may be made confidentially, either through internal reporting channels or through an independent third party, without fear of retaliation or adverse consequences.
- The organization will investigate all reports thoroughly and take appropriate action where necessary.

6.2 Reporting Mechanism

- Employees, volunteers, or third parties can report any concerns about corruption or unethical conduct to their immediate supervisor or the **Ethics and Compliance Officer**.
- Reports can also be made through an anonymous **whistleblower hotline** or email address: [Insert Whistleblower Contact Information Here].
- The reported incidents will be treated confidentially, and the organization will take appropriate steps to ensure there is no retaliation against those reporting concerns in good faith.

6.3 Protection Against Retaliation

- RYTHMUS strictly prohibits any form of retaliation against individuals who report in good faith suspected corruption, misconduct, or unethical behaviour.
- Any act of retaliation will be treated as a separate violation of this policy and will result in disciplinary action.

7. Consequences of Non-Compliance

Any employee, board member, partner, or other stakeholder found to have violated this policy will face disciplinary actions, which may include:

- Immediate termination of employment or contract.



- Legal action, including reporting to relevant authorities if the actions violate the **Prevention of Corruption Act, 1988**, or any other applicable law.
- Financial liability for any losses or damages incurred as a result of the corrupt or unethical conduct.

8. Training and Awareness

RYTHMUS is committed to ensuring that all employees, volunteers, and board members are educated about the risks of corruption and the importance of ethical conduct.

8.1 Induction Training

- New staff and volunteers will receive training on this policy as part of their induction process, ensuring they understand the organization's commitment to anti-corruption and the appropriate reporting channels.

8.2 Ongoing Training

- Periodic workshops and training sessions on anti-corruption practices, ethical behaviour, and legal compliance will be conducted to ensure staff remain aware of their responsibilities.
- Training will include case studies and examples to help staff recognize and avoid potential corruption risks.

9. Monitoring and Review

RYTHMUS will:

- Regularly monitor and review all operations and financial transactions to ensure compliance with this Anti-Corruption Policy.
- Conduct **internal audits** and **risk assessments** to identify and address any vulnerabilities to corruption or unethical practices.
- Review this policy at least once a year and update it as necessary to reflect any changes in laws or regulations.

10. Compliance with Indian Laws



RYTHMUS commits to full compliance with all relevant Indian laws related to corruption and bribery, including but not limited to:

- **The Prevention of Corruption Act, 1988**
- **The Companies Act, 2013** (if applicable)
- **The Foreign Contribution (Regulation) Act, 2010** (if applicable)
- **The Income Tax Act, 1961**, particularly related to charitable and non-profit organizations

11. Conclusion

At RYTHMUS, we are committed to fostering a culture of integrity, transparency, and accountability. This Anti-Corruption Policy provides the framework within which we can achieve these goals, ensuring that all activities, financial management, and interactions with stakeholders are conducted ethically and with the highest level of integrity.

We expect all employees, partners, and stakeholders to adhere to this policy and uphold the values of RYTHMUS in all their interactions with the organization.

Acknowledgment

I, the undersigned, acknowledge that I have read, understood, and agree to abide by the terms and conditions of the **Anti-Corruption Policy** of RYTHMUS FOUNDATION.

Signature: _____

Name: _____

Date: _____



Child Protection Policy

Effective Date From-14.11.2024

Contents

- 1. Introduction**
- 2. Purpose**
- 3. Scope**
- 4. Definition**
- 5. Child Protection Principles**
- 6. Staff Responsibilities**
- 7. Code of Conduct**
- 8. Reporting and Responding to Concerns**
- 9. Child Protection Focal Point**
- 10. Training and Awareness**
- 11. Monitoring and Evaluation**
- 12. Partnerships and Collaboration**
- 13. Non-Compliance and Consequences**
- 14. Review and Amendment**

1. Introduction

RYTHMUS is committed to protecting the rights and well-being of children who are involved in our programs, projects, and activities. We recognize that children are particularly vulnerable to abuse, exploitation, and neglect, and we are dedicated to providing a safe environment in which children can thrive, free from harm. This Child Protection Policy outlines the principles, procedures, and responsibilities for ensuring the safety and protection of children in all aspects of our work.

2. Purpose

The purpose of this policy is to:

- Ensure that all children associated with RYTHMUS are safe from harm, abuse, and exploitation.
- Provide clear guidelines for staff, volunteers, partners, and contractors on how to protect children from harm.



- Promote the rights and welfare of children in all aspects of the organization's activities.
- Define procedures for reporting and addressing incidents of child abuse or protection concerns.

3. Scope

This policy applies to all employees, volunteers, contractors, board members, and partners of RYTHMUS who interact with children or have responsibility for children in the course of their work. This policy also applies to any organization or individuals acting on behalf of RYTHMUS.

4. Definitions

- **Child:** For the purposes of this policy, a child is defined as anyone under the age of 18, as per the United Nations Convention on the Rights of the Child (CRC).
- **Child Abuse:** Child abuse includes any form of physical, emotional, or sexual mistreatment, neglect, exploitation, or any other action or failure to act that harms or endangers a child.
- **Child Exploitation:** Child exploitation refers to any form of exploitation of children, including forced labor, trafficking, sexual exploitation, and the use of children for illicit or illegal activities.
- **Child Protection:** Child protection refers to all activities undertaken to prevent and respond to the abuse, neglect, and exploitation of children.

5. Child Protection Principles

All staff, volunteers, partners, and contractors of RYTHMUS must adhere to the following core child protection principles:

- **Best Interests of the Child:** All decisions and actions must prioritize the best interests and welfare of the child.
- **Non-Discrimination:** Children have the right to protection regardless of their nationality, race, religion, gender, sexual orientation, or any other status.



- **Zero Tolerance for Abuse:** RYTHMUS has a zero-tolerance policy towards any form of child abuse, exploitation, or neglect.
- **Informed Consent:** Children, parents, or legal guardians must give informed consent for participation in any activities organized by the organization, and their consent must be voluntary.
- **Confidentiality:** Information related to a child's protection or safety must be kept confidential, except when disclosure is required to protect the child or as required by law.

6. Staff Responsibilities

All staff and volunteers have a responsibility to:

- **Follow this Policy:** Familiarize themselves with and adhere to the Child Protection Policy.
- **Prevent Harm:** Take all reasonable measures to prevent harm to children while delivering services, organizing activities, or interacting with children.
- **Report Concerns:** Immediately report any concerns, suspicions, or disclosures of child abuse or exploitation to the designated Child Protection Focal Point or other designated authorities.
- **Participate in Training:** Participate in regular child protection training and orientation programs to understand the risks and responsibilities related to child safeguarding.

7. Code of Conduct

All staff, volunteers, contractors, and partners working with RYTHMUS must adhere to the following child protection standards:

- **Appropriate Behaviour:** At all times, treat children with respect and dignity, regardless of the child's circumstances. Physical punishment, verbal abuse, or any behaviour that may harm a child is prohibited.
- **No One-on-One Contact:** Staff and volunteers should avoid private one-on-one interactions with children. All contact with children should take place in a group setting or within sight of others.



- **No Exploitative Behaviour:** Staff, volunteers, and partners must not exploit any relationships for personal, sexual, or financial gain, and must not engage in any form of sexual activity with children.
- **Avoid Harmful Relationships:** Staff, volunteers, and partners should not form romantic, personal, or inappropriate relationships with children.

8. Reporting and Responding to Concerns

RYTHMUS is committed to responding promptly and effectively to any concerns or allegations of child abuse or exploitation. All staff, volunteers, and partners are obligated to report any concerns or suspicions of child abuse immediately.

- **Reporting Mechanism:**
 - Concerns or incidents of child abuse or exploitation can be reported directly to the designated Child Protection Focal Point, or through other established reporting mechanisms such as an anonymous hotline or email address.
 - All reports will be treated confidentially and investigated as quickly as possible, while maintaining the privacy of the child and any other individuals involved.
- **Investigation:**
 - All allegations will be investigated in a fair, thorough, and transparent manner by the relevant authorities. The investigation will include interviews with the child (if appropriate), staff, witnesses, and others, as necessary.
 - If the investigation substantiates the allegation, appropriate action will be taken, including reporting the matter to law enforcement and relevant child protection authorities.
- **Support for the Child:**
 - Children who are victims of abuse or exploitation will be offered appropriate support, including counselling, medical care, and legal assistance, in accordance with the child's needs and preferences.



- The child's safety and well-being will always be prioritized throughout the response process.

9. Child Protection Focal Point

A designated **Child Protection Focal Point** will be responsible for:

- Ensuring the implementation and monitoring of the Child Protection Policy.
- Providing guidance and support on child protection issues.
- Overseeing child protection training and awareness programs.
- Coordinating the response to any child protection concerns or incidents.
- Liaising with relevant authorities, such as child protection services or law enforcement, when necessary.

10. Training and Awareness

All staff, volunteers, and contractors will receive child protection training as part of their orientation and on an ongoing basis. The training will cover:

- The organization's child protection policies and procedures.
- Recognizing the signs of child abuse and exploitation.
- How to respond to and report concerns of child protection.
- Ethical standards and behaviour when interacting with children.

11. Monitoring and Evaluation

RYTHMUS will regularly monitor and evaluate its child protection practices to ensure compliance with this policy and to identify areas for improvement. This will include:

- Periodic audits of child protection practices.
- Feedback from children, families, and communities on the organization's safeguarding efforts.
- Continuous improvement of training programs and reporting mechanisms.



12. Partnerships and Collaboration

RYTHMUS will collaborate with other organizations, local authorities, and child protection agencies to ensure the best protection for children in all the areas where the organization operates. This includes working together to ensure that suppliers, contractors, and partners also adhere to child protection standards.

13. Non-Compliance and Consequences

Failure to comply with this Child Protection Policy may result in disciplinary action, up to and including termination of employment, termination of contracts, or legal action, depending on the severity of the breach. Serious violations, including child abuse or exploitation, may result in immediate dismissal and legal prosecution.

14. Review and Amendment

This Child Protection Policy will be reviewed and updated at least every two years or more frequently, if necessary, to ensure it remains effective and aligned with best practices and legal requirements.

Signed by: [Executive Director/Board Chair]

[NGO Name]

[Date]

This Child Protection Policy demonstrates RYTHMUS's unwavering commitment to ensuring that all children involved in our programs and services are safe, respected, and protected from harm. Through adherence to this policy, we aim to create an environment where children can grow and thrive free from abuse, neglect, and exploitation.



Communication Policy

Effective Date From-14.11.2024

Contents

- 1. Introduction**
- 2. Purpose**
- 3. Scope**
- 4. Key Principles of Communication**
- 5. Types of Communication**
- 6. Communication Guidelines**
- 7. Crisis Communication**
- 8. Monitoring and Evaluation**
- 9. Roles and Responsibilities**
- 10. Review and Revision of the Policy**

1. Introduction

Effective communication is essential to the success of RYTHMUS. It enables us to achieve our mission, maintain transparency, build trust, and engage with our stakeholders in meaningful ways. Our communication efforts aim to raise awareness, advocate for the causes we support, foster partnerships, and ensure that our programs are clearly understood by those we serve and those who support us. This Communication Policy outlines the principles, procedures, and guidelines that will govern how we communicate internally and externally, ensuring that all communication reflects our values, mission, and objectives.

2. Purpose

The purpose of this policy is to:

- Ensure consistency and clarity in all internal and external communications.
- Uphold the integrity, reputation, and credibility of RYTHMUS.
- Facilitate effective, transparent, and open communication with stakeholders, including staff, volunteers, donors, beneficiaries, partners, and the public.
- Ensure that communications are conducted in a professional and respectful manner, in alignment with our organizational values.
- Enhance collaboration and information sharing within the organization.

3. Scope

This policy applies to:

- All staff, volunteers, and contractors of RYTHMUS.



- All internal and external communications, including written, verbal, and digital communications.
- Communications related to programs, services, partnerships, fundraising, advocacy, events, and media outreach.

4. Key Principles of Communication

a) Transparency

- We will ensure that all communications are open and honest, both internally and externally.
- We will provide accurate, timely, and relevant information regarding our activities, programs, finances, and organizational updates.
- We will disclose any challenges or risks that could impact our stakeholders or program delivery.

b) Consistency

- Our communications will reflect a consistent message across all platforms, ensuring that all materials, messages, and representations are aligned with the organization's mission, vision, and values.
- All communication should maintain a unified voice, whether it's from staff, volunteers, or partners representing the organization.

c) Respect and Sensitivity

- All communications will be respectful, culturally sensitive, and considerate of the diverse backgrounds and needs of our stakeholders, particularly those from vulnerable or marginalized groups.
- We will prioritize the dignity and confidentiality of the individuals and communities we serve in all of our communications.

d) Inclusivity

- We will ensure that all communications are inclusive and accessible to all stakeholders, including people with disabilities, non-native speakers, and people from different cultural backgrounds.
- We will actively seek to involve beneficiaries, staff, and other stakeholders in two-way communication, ensuring that their voices are heard and integrated into our work.

e) Accountability

- We will take responsibility for the accuracy and impact of our communications, and we will respond to inquiries, feedback, and concerns in a timely and respectful manner.
- We will actively address misinformation, misunderstandings, or misrepresentations related to our work.

5. Types of Communication



a) Internal Communication

- **Staff Communication:** All staff will have access to clear and regular updates about organizational activities, priorities, and changes. This may be through internal meetings, emails, intranet systems, and team briefings.
- **Feedback Mechanisms:** We will foster an open internal environment where staff and volunteers feel comfortable sharing feedback, concerns, and ideas. Internal communication channels will be established to encourage input and discussion, promoting an open culture of continuous improvement.
- **Training and Development:** We will provide communication training to staff to enhance their skills in effective communication, including intercultural communication, public speaking, media handling, and internal collaboration.

b) External Communication

- **Public Relations:** We will actively manage our public image and reputation through proactive media engagement, public speaking opportunities, and participation in relevant forums and events.
- **Donor and Partner Communication:** We will maintain strong, respectful, and transparent communication with our donors and partners. Regular reports, updates, and acknowledgments will be provided to ensure that donors are informed about how their contributions are being used to achieve program outcomes.
- **Beneficiary Communication:** We will ensure that our beneficiaries receive clear, accessible, and timely information about our programs and services. We will actively listen to their feedback and engage in ongoing dialogue to meet their needs and improve our services.
- **Social Media and Digital Presence:** We will maintain an active and responsible digital presence, including on social media platforms, our website, and newsletters. Social media will be used to raise awareness, share updates, and engage with stakeholders in a positive and impactful manner.
- **Public Advocacy and Campaigns:** Our communication will support advocacy and awareness campaigns, ensuring that our messaging is clear, compelling, and aligned with our mission. We will work to influence positive change through campaigns that address critical social issues.

6. Communication Guidelines

a) Tone and Style

- Communications will be professional, respectful, and aligned with the values of RYTHMUS. The tone of our communication should be inclusive, positive, and empowering, reflecting the dignity of the individuals and communities we serve.
- Language will be clear, concise, and free from jargon to ensure it is understandable for all stakeholders, including those with limited literacy or those who speak English as a second language.



- We will avoid language or imagery that could be perceived as exploitative, patronizing, or insensitive to the challenges faced by our beneficiaries.

b) Confidentiality and Privacy

- We will respect the privacy and confidentiality of all individuals, especially beneficiaries, staff, and partners, in all communications. Personal or sensitive information will only be shared with consent or as required by law.
- Staff will be trained on how to handle sensitive data and private information in accordance with data protection laws and ethical guidelines.

c) Visual Identity and Branding

- We will use our organization's logo, colors, and branding guidelines consistently across all communication materials, including publications, presentations, websites, and social media. This helps to establish a recognizable and professional identity.
- All external communications, including press releases and marketing materials, will adhere to the branding guidelines.

d) Approval Processes

- All external communications, including press releases, public statements, and content that represents the organization's views, must be approved by the Communications Manager or the designated staff before being distributed.
- The approval process will include checks for accuracy, alignment with the organization's values, and adherence to legal and ethical standards.

7. Crisis Communication

In the event of a crisis or emergency, the organization will activate a crisis communication plan to ensure that accurate, clear, and consistent messages are delivered to all stakeholders.

- **Rapid Response:** The Communications Manager will coordinate all external communications during a crisis, ensuring that statements are released in a timely manner and through appropriate channels.
- **Clear Messaging:** Crisis communications will focus on providing facts, addressing concerns, and explaining how the organization is responding to the situation.
- **Internal Communication:** The organization will ensure that all staff are informed about the crisis, the response plan, and their roles in managing the situation.

8. Monitoring and Evaluation

- We will regularly monitor the effectiveness of our communication efforts by gathering feedback from stakeholders, including staff, beneficiaries, donors, and the general public.
- Surveys, focus groups, and feedback mechanisms will be used to assess the clarity, reach, and impact of our communication strategies.



- Based on feedback and evaluation, we will adjust our communication practices to better meet the needs of stakeholders and ensure our messages are effective.

9. Roles and Responsibilities

- **Executive Director (ED):** Provides overall oversight and strategic direction for organizational communication.
- **Communications Manager/Officer:** Responsible for coordinating internal and external communication efforts, including media relations, social media management, and the approval of public-facing content.
- **Program Managers:** Ensure that program-related communication is clear, accurate, and reflective of the organization's mission. They are also responsible for reporting program updates and results.
- **Staff and Volunteers:** Are responsible for adhering to communication guidelines in all their interactions, both internal and external, and for providing accurate and timely information to stakeholders.

10. Review and Revision of the Policy

This Communication Policy will be reviewed annually to ensure it remains effective and aligned with the evolving needs of the organization. Feedback from staff, stakeholders, and external communication experts will be considered in the review process to improve and update the policy.

Signed by:

[Executive Director/Board Chair]

[NGO Name]

[Date]

This Communication Policy reflects RYTHMUS's commitment to maintaining clear, transparent, and respectful communication with all stakeholders. By adhering to this policy, we aim to enhance collaboration, trust, and understanding, ultimately driving the impact of our mission and programs.



Conflict of Interest Policy

Effective Date From-14.11.2024

Contents

- 1. Introduction**
- 2. Purpose**
- 3. Definition and Conflict of interest**
- 4. Obligations of All Individuals**
- 5. Disclosure of Conflicts of Interest**
- 6. Handling Conflicts of Interest**
- 7. Examples of Conflict-of-Interest Situations**
- 8. Non-Compliance and Disciplinary Action**
- 9. Confidentiality**
- 10. Review and Monitoring**
- 11. Policy Review**

1. Introduction

At RYTHMUS, we are committed to upholding the highest standards of integrity, transparency, and accountability in all our activities. To maintain public trust and confidence in our work, it is essential that all board members, staff, volunteers, and stakeholders avoid situations that could create a conflict between their personal interests and the best interests of the organization.

This **Conflict-of-Interest Policy** is designed to help identify, disclose, and manage situations where a conflict of interest may arise, ensuring that all decisions and actions taken by RYTHMUS are in the best interest of the organization and its mission. The policy applies to all individuals associated with RYTHMUS, including directors, employees, volunteers, consultants, and contractors.

2. Purpose

The purpose of this policy is to:

- Ensure that all individuals involved with RYTHMUS act in the best interest of the organization, without any personal or financial conflicts of interest.
- Maintain transparency and accountability in the decision-making process.
- Provide a clear process for disclosing and addressing any potential conflicts of interest.
- Protect the organization's reputation and preserve its mission of serving the public good.

3. Definition of Conflict of Interest

A **conflict of interest** occurs when an individual's personal interests (financial, familial, or otherwise) interfere, or appear to interfere, with their ability to act in the best interests of RYTHMUS. A conflict of interest may be actual, potential, or perceived.



Examples of conflicts of interest include, but are not limited to:

- **Financial Interests:** Having a direct or indirect financial interest in a company or organization that does business with RYTHMUS.
- **Personal Relationships:** Employing or making decisions that directly benefit family members, friends, or close associates.
- **Business Interests:** Being an owner, partner, or shareholder in a company or organization that competes with, or supplies services/products to RYTHMUS.
- **Nepotism:** Hiring or recommending relatives or friends for roles or projects within RYTHMUS.
- **Dual Roles:** Holding a position within RYTHMUS while also working for or being affiliated with another organization whose interests may conflict with those of the NGO.

4. Obligations of All Individuals

All individuals associated with RYTHMUS, including board members, employees, volunteers, and contractors, are expected to:

- **Act in the Best Interest of RYTHMUS:** Ensure that personal or financial interests do not influence decision-making or actions taken on behalf of the organization.
- **Disclose Potential Conflicts:** Promptly disclose any actual, potential, or perceived conflict of interest to RYTHMUS as soon as it arises.
- **Recuse Themselves:** Recuse themselves from any discussions or decisions where there may be a conflict of interest.
- **Avoid Self-Dealing:** Do not use their position to obtain personal gain or benefit from RYTHMUS's transactions, programs, or resources.

5. Disclosure of Conflicts of Interest

5.1 Annual Disclosure Requirement

All board members, key staff, and volunteers must complete an annual **Conflict of Interest Declaration Form**, which asks them to disclose any relationships, interests, or financial holdings that could pose a conflict of interest with the activities or objectives of RYTHMUS. The completed forms should be submitted to the RYTHMUS designated compliance officer/board chair] by [date].

5.2 Immediate Disclosure

Whenever an individual identifies a potential conflict of interest, they must disclose it immediately to the RYTHMUS designated compliance officer/board chair], especially before engaging in any discussions, decision-making processes, or activities that may be affected by the conflict.

6. Handling Conflicts of Interest



Once a conflict of interest has been disclosed, RYTHMUS will assess the nature of the conflict and determine the appropriate course of action. Possible outcomes may include:

- **Recusal:** The individual may be required to abstain from participating in any discussions, voting, or decision-making processes related to the matter in question.
- **Resignation:** In cases where the conflict of interest is significant and cannot be adequately addressed, the individual may be asked to resign from their position or role within the organization.
- **Divestment:** In cases where financial interests are at stake, the individual may be required to divest from the conflicting interests.
- **Transparency and Documentation:** All conflicts of interest and their resolution will be documented and recorded in the organization's minutes, ensuring that there is a transparent record of how the conflict was managed.

7. Examples of Conflict-of-Interest Situations

The following are examples of situations where a conflict of interest may arise:

- **Employment of Relatives:** A board member recommends their relative for a paid position within the NGO without disclosing the relationship.
- **Supplier Contracts:** An employee has a financial interest in a company that provides goods or services to RYTHMUS, and the employee recommends that the NGO enters into a contract with this supplier.
- **Board Member Investments:** A board member has shares in a company that is bidding for a project funded by RYTHMUS and does not disclose this during the project evaluation process.
- **Personal Benefit from Donations:** An employee receives personal gifts or benefits from a donor in exchange for influencing how donations are allocated.

8. Non-Compliance and Disciplinary Action

Failure to comply with this Conflict-of-Interest Policy may result in disciplinary action, which could include removal from position, suspension, or termination of employment/volunteer status, depending on the severity of the violation. In cases of fraud or dishonesty, legal action may also be taken.

9. Confidentiality

Information disclosed under this policy will be handled confidentially and will only be shared with individuals who have a legitimate need to know. Any conflicts of interest and the actions taken to manage them will be disclosed to the relevant authorities if required by law, but will otherwise be kept confidential.

10. Review and Monitoring



The [NGO's Compliance Officer/Board] will review all disclosures of conflicts of interest annually to ensure compliance with this policy and to assess whether the organization's conflict of interest management procedures are effective.

11. Policy Review

This Conflict-of-Interest Policy will be reviewed periodically, at least once every [insert number of years], to ensure its effectiveness and relevance. The review will consider any changes in legal or regulatory requirements, as well as any lessons learned from the organization's experience in managing conflicts of interest.

12. Contact Information

If you have any questions or need further clarification regarding this policy, please contact:

[NGO Name] Compliance Officer / Board Chair

[Contact Name]

[Contact Address]

[Phone Number]

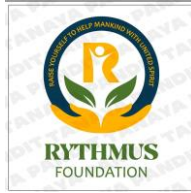
[Email Address]

By signing below, I acknowledge that I have read, understood, and agreed to comply with the Conflict of Interest Policy of RYTHMUS.

Signature: _____

Name: _____

Date: _____



Crisis Management and Response Policy

Effective Date From-14.11.2024

Contents

- 1. Introduction**
- 2. Purpose**
- 3. Scope**
- 4. Definition**
- 5. Crisis Management Team (CMT)**
- 6. Crisis Response Protocol**
- 7. Post-Crisis Evaluation and Learning**
- 8. Crisis Management Training and Preparedness**
- 9. Roles and Responsibilities**
- 10. Review and Revision of the Policy**

1. Introduction

At RYTHMUS, we are dedicated to delivering positive, sustainable impact through our programs and operations. However, crises—whether internal or external, anticipated or unforeseen—can disrupt our work and pose significant risks to the safety of our staff, beneficiaries, partners, and the organization's reputation. This Crisis Management and Response Policy outlines how RYTHMUS will manage crises, ensuring we are prepared to respond swiftly, efficiently, and effectively to minimize harm, safeguard stakeholders, and maintain the integrity of our programs.

2. Purpose

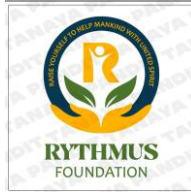
The purpose of this policy is to:

- Provide a clear framework for identifying, managing, and responding to crises.
- Ensure that all staff and stakeholders know their roles and responsibilities during a crisis.
- Protect the safety, well-being, and dignity of all individuals impacted by a crisis.
- Safeguard the organization's reputation, resources, and operational capacity during and after a crisis.
- Ensure that our response is coordinated, timely, and consistent with our organizational values.

3. Scope

This policy applies to:

- All employees, volunteers, contractors, and partners of RYTHMUS.



- All crises that may impact RYTHMUS's operations, reputation, staff, beneficiaries, and assets. This includes, but is not limited to, natural disasters, man-made disasters, public health emergencies, political instability, security threats, data breaches, and internal operational crises.

4. Definition of Crisis

A crisis is defined as any event or situation that disrupts the normal operations of RYTHMUS, poses risks to human lives, safety, or well-being, threatens the organization's credibility, or severely impacts our ability to deliver on our mission. Crises can be categorized into:

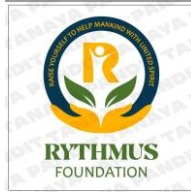
- **Natural Disasters:** Earthquakes, floods, hurricanes, pandemics, etc.
- **Human-Made Disasters:** Armed conflict, industrial accidents, transportation accidents, etc.
- **Organizational Crises:** Financial mismanagement, fraud, corruption, internal conflicts, etc.
- **Reputation Crises:** Negative media attention, allegations of wrongdoing, social media crises, etc.
- **Security Crises:** Threats to the safety of staff or beneficiaries, including political instability, terrorism, or violence.

5. Crisis Management Team (CMT)

The Crisis Management Team (CMT) is responsible for coordinating the organization's response to a crisis. The CMT will be activated during any crisis and will work together to develop, communicate, and implement the response.

a) CMT Structure and Roles

- **Executive Director (ED):** The primary decision-maker during a crisis. The ED oversees all crisis response activities and communicates with external stakeholders, donors, and the public.
- **Crisis Coordinator:** The person responsible for managing the day-to-day response to the crisis, ensuring that tasks are allocated and progress is tracked. This may be the Operations Manager or another senior staff member.
- **Program Manager:** Ensures that programs and services continue to meet the needs of beneficiaries, and communicates with field staff.
- **Communications Manager:** Manages internal and external communications, including media, public relations, and messaging. This role ensures that accurate information is disseminated during and after a crisis.
- **Finance Manager:** Oversees financial implications of the crisis, ensures appropriate financial resources are allocated, and handles any emergency fund disbursements.
- **HR Manager:** Manages the safety and well-being of staff, ensures the continuity of essential human resources functions, and oversees crisis-related staff welfare issues.



- **IT Manager:** Ensures the security and integrity of the organization's data, handles any cyber threats, and maintains communication systems.

b) Activation of the CMT

The CMT will be activated when a crisis is identified or reported. The CMT will assess the situation, determine the severity of the crisis, and initiate a response plan. The team will convene immediately in person or virtually, depending on the nature of the crisis.

6. Crisis Response Protocol

RYTHMUS will follow the following structured protocol during a crisis to ensure an organized, efficient, and effective response:

a) Identification and Assessment

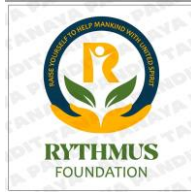
- **Early Warning System:** The organization will establish early warning mechanisms to detect potential crises. This includes monitoring local, national, and international news, consulting with partners, and assessing internal risks.
- **Initial Assessment:** Once a crisis is identified, an initial assessment will be conducted to understand the nature, scope, and potential impact of the crisis on the organization, staff, beneficiaries, and operations.

b) Communication Plan

- **Internal Communication:** The CMT will establish a communication plan for internal stakeholders, including staff and volunteers, to ensure they are informed of the situation and instructed on the actions they need to take. This includes setting up emergency hotlines, emails, or messaging platforms.
- **External Communication:** The Communications Manager will prepare clear, consistent messaging for external stakeholders, including donors, partners, beneficiaries, the media, and the general public. This communication will provide updates, actions being taken, and instructions for affected communities.
- **Social Media Management:** In the case of a public crisis, the Communications Manager will oversee social media channels to ensure that the organization's messages are accurate and timely. Any misinformation will be promptly addressed.

c) Resource Mobilization

- **Emergency Funds:** The Finance Manager will ensure that emergency funds are made available, and appropriate financial resources are mobilized quickly to respond to the crisis.
- **Donor Communication:** The organization will communicate with donors to inform them of the crisis and how funds will be used to address the situation. Emergency fundraising or reallocation of existing funds may be considered.



- **Supply Chain and Logistics:** The Operations Manager will ensure that logistics, such as transportation, food, shelter, and supplies, are quickly mobilized to respond to the needs of the affected population.

d) Staff Safety and Well-being

- **Safety of Staff:** The HR Manager will take immediate action to ensure that staff and volunteers are safe, including evacuation plans if needed, access to protective equipment, and mental health support.
- **Staff Support:** In the aftermath of a crisis, the HR Manager will provide counselling services, debriefing sessions, and any necessary psychological support for staff who have been affected by the crisis.

e) Program Continuity and Adaptation

- **Maintaining Critical Services:** The Program Manager will assess which services or programs must continue during the crisis and ensure that critical operations are maintained, even if scaled back or adapted to the situation.
- **Program Adaptation:** Where necessary, programs will be adapted to address the specific needs of the crisis-affected population, such as providing emergency relief, healthcare, or safety interventions.

7. Post-Crisis Evaluation and Learning

Once the immediate response has been managed, RYTHMUS will conduct a thorough post-crisis evaluation to assess the effectiveness of the response, identify lessons learned, and make improvements for future crisis management.

a) Debriefing Sessions

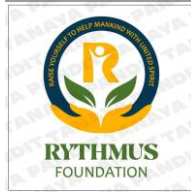
- The CMT and all staff involved in the crisis response will participate in a debriefing session to review what worked well, what challenges arose, and how the organization can improve its response strategies in the future.
- The findings of the debriefing sessions will be shared with relevant stakeholders, including donors, partners, and beneficiaries.

b) Evaluation Report

- A comprehensive evaluation report will be prepared that analyzes the crisis response and its impact on staff, beneficiaries, operations, and the organization's reputation.
- The report will include recommendations for improving preparedness, resource allocation, and crisis management procedures for the future.

c) Continuous Improvement

- Based on lessons learned, RYTHMUS will revise and update its Crisis Management Plan, improve training for staff, and enhance early warning systems to better prepare for future crises.



8. Crisis Management Training and Preparedness

- **Training for Staff and Volunteers:** RYTHMUS will regularly conduct training sessions for staff and volunteers on crisis preparedness, including specific roles and responsibilities during a crisis. This may include simulations, tabletop exercises, and workshops.
- **Contingency Plans:** The organization will develop and regularly update contingency plans for various types of crises. These plans will include details on staff responsibilities, communication protocols, and emergency resources.
- **Resource Availability:** The organization will maintain a repository of crisis management resources, including emergency contact lists, logistical support arrangements, and a list of available emergency funds.

9. Roles and Responsibilities

The following individuals and teams will be responsible for implementing and adhering to this Crisis Management and Response Policy:

- **Executive Director (ED):** Overall responsibility for the crisis response and final decision-making.
- **Crisis Management Team (CMT):** Coordinates the response, evaluates the crisis situation, and ensures that all steps are taken to address the situation effectively.
- **Program Managers:** Ensure that programs are adapted to meet the immediate needs of beneficiaries during a crisis.
- **Human Resources Manager:** Responsible for ensuring the safety and well-being of all staff.
- **Finance Manager:** Manages emergency funding, resources, and financial planning.
- **Communications Manager:** Oversees internal and external communication, including social media and media relations.

10. Review and Revision of the Policy

This Crisis Management and Response Policy will be reviewed and updated annually or after each crisis to ensure its relevance, effectiveness, and the integration of lessons learned.

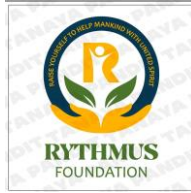
Signed by:

[Executive Director/Board Chair]

[NGO Name]

[Date]

This Crisis Management and Response Policy reflects RYTHMUS's commitment to safeguarding the organization, its staff, and the communities we serve during times of crisis. Through thorough



preparation, clear communication, and coordinated action, we aim to ensure that we can respond swiftly and effectively to any crisis while minimizing



CSR Relationship Policy

Effective Date from- 14.11.2024

Contents

1. Introduction
2. Purpose
3. Scope
4. Guiding Principles for CSR Partnerships
5. CSR Funding and Resource Allocation
6. Engagement with Corporate Partners
7. Monitoring and Reporting
8. Ethical and Legal Compliance
9. Conflict of Interest
10. Review and Amendment of Policy

1. Introduction

Corporate Social Responsibility (CSR) is a critical element in fostering social and environmental sustainability. In line with the **Companies Act, 2013** (as amended) of India, organizations are encouraged to engage in CSR activities that contribute to the betterment of society, including partnerships with non-governmental organizations (NGOs) like **RYTHMUS**.

RYTHMUS is committed to working ethically, transparently, and responsibly in its relationships with corporate entities under their CSR obligations. This **CSR Relationship Policy** aims to establish a framework for working with businesses and corporates to ensure that CSR activities align with our mission, values, and the goals of social impact while maintaining transparency, integrity, and accountability.

2. Purpose

The purpose of this policy is to:

- Provide a structured approach for engaging with corporate partners in CSR initiatives.
- Ensure transparency, ethical conduct, and mutual respect in all CSR collaborations.
- Align corporate donations and partnerships with RYTHMUS's mission and strategic goals.
- Promote sustainable development and social impact through collaborative CSR programs.
- Ensure compliance with applicable legal and regulatory frameworks governing CSR in India.

3. Scope

This policy applies to:

- All CSR activities undertaken by RYTHMUS in collaboration with corporate partners.



- All employees, board members, volunteers, and stakeholders involved in managing or overseeing CSR partnerships.
- All financial transactions and reporting related to CSR funding received from corporates.

4. Guiding Principles for CSR Partnerships

4.1 Alignment with Mission and Vision

RYTHMUS will only engage in CSR partnerships that are aligned with our **mission, values, and strategic goals**. We prioritize programs that have a significant social, environmental, or community impact, and that support sustainable development, education, healthcare, poverty alleviation, women's empowerment, and other relevant areas.

4.2 Transparency and Accountability

All CSR partnerships will be conducted transparently. RYTHMUS will maintain clear records of all donations, funding, and project expenses, ensuring that funds are used appropriately in line with the objectives agreed upon with corporate partners. Regular updates on the progress of the CSR initiatives will be shared with partners, stakeholders, and the public.

4.3 Non-Commercial Nature of Partnerships

RYTHMUS is a non-profit entity, and as such, all CSR partnerships must maintain a clear distinction from any commercial or profit-driven activities. We will not allow any partnership to compromise our independence, objectivity, or integrity. All CSR activities must remain free from commercial influence or brand promotion disguised as philanthropy.

4.4 Ethical Standards

CSR partnerships should promote ethical practices, ensuring no conflict of interest arises and that the relationship is mutually beneficial without causing harm to any party. We will not engage with corporations involved in practices that harm the environment, human rights, or violate ethical standards.

4.5 Focus on Long-Term Impact

CSR activities should focus on creating long-term, sustainable impact rather than short-term, one-time projects. The purpose is to build capacity within the community, foster resilience, and promote systemic change.

5. CSR Funding and Resource Allocation

5.1 Funding Sources

RYTHMUS may accept CSR funding or contributions from corporate entities that meet the criteria outlined in this policy. All funding will be accepted with full transparency and in accordance with the guidelines set out in the **Companies (Corporate Social Responsibility Policy) Rules, 2014** and other relevant laws under the **Companies Act, 2013**.

- **Eligible CSR Projects:** CSR funding may be directed to projects or initiatives that address the areas of:



- Education
- Health and sanitation
- Environmental sustainability
- Women and child welfare
- Livelihood development and poverty alleviation
- Rural development
- Disaster relief
- Animal welfare
- Any other area aligned with the CSR provisions under the law.

5.2 Use of CSR Funds

CSR funds provided by corporations will be utilized exclusively for the designated CSR project(s). RYTHMUS will ensure that all funds are spent efficiently, ethically, and transparently, and that no funds are diverted for any other purpose. The organization will provide periodic reports on the financial and operational aspects of the projects to the corporate donors.

5.3 Financial Accountability and Auditing

RYTHMUS will maintain robust financial reporting practices and ensure that all CSR funds are accounted for according to standard auditing and financial guidelines. We will submit annual reports or other documents, as required, to the CSR committee of the partnering corporation, outlining the impact and use of funds.

- Regular **audit reports** and **financial statements** will be shared with the corporate partners to demonstrate the effective use of funds.
- RYTHMUS will also be open to external audits if required by the corporate partner or by law.

5.4 Monitoring and Evaluation

Each CSR project funded by corporate donations will be subject to ongoing **monitoring** and **evaluation**. RYTHMUS will establish clear performance indicators and success metrics to assess the effectiveness of the CSR program. Regular reports will be shared with the corporate partner, detailing progress, challenges, and impact.

6. Engagement with Corporate Partners

6.1 Corporate Partnership Proposal

Corporates seeking to collaborate with RYTHMUS for CSR projects should submit a formal **CSR Partnership Proposal** outlining:

- The specific project or initiative.
- The areas of focus (e.g., education, health, environment, etc.).



- The intended outcomes and social impact.
- Budgetary allocations and funding mechanisms.
- The timeline and milestones of the project.

6.2 Assessment of Proposals

The **CSR Committee** (or equivalent governing body) within RYTHMUS will review all proposals from potential corporate partners to ensure alignment with the organization's mission, goals, and values. This assessment will include:

- A review of the **corporate partner's reputation** and values.
- A consideration of the **long-term impact** and sustainability of the proposed CSR project.
- An evaluation of the **ethical standards** of the corporate partner's operations, ensuring no conflicts of interest.

6.3 Memorandum of Understanding (MoU)

Before commencing any CSR initiative, RYTHMUS and the corporate partner will enter into a formal **Memorandum of Understanding (MoU)** or **CSR Agreement**. The MoU will outline:

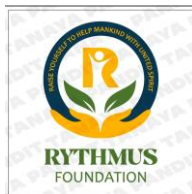
- The roles and responsibilities of both parties.
- The objectives of the CSR project.
- The financial contribution from the corporate partner.
- The timeline and deliverables.
- Monitoring and reporting mechanisms.
- Confidentiality and intellectual property rights, if applicable.

6.4 Recognition and Publicity

While maintaining ethical standards, RYTHMUS may acknowledge the support of corporate partners publicly, provided that such recognition does not compromise the independence or objectivity of the organization. Publicity and recognition will follow the guidelines below:

- Corporate logos or names may be featured in reports, presentations, or publicity materials related to the project.
- All acknowledgments will be done in a manner that respects the dignity and autonomy of the beneficiaries and communities involved.
- Corporate partners may not use their association with RYTHMUS for commercial or promotional purposes beyond the scope of the CSR collaboration.

6.5 No Direct Benefit to the Corporate Partner



RYTHMUS will ensure that no direct commercial benefit, branding, or promotion is provided to the corporate partner in exchange for their CSR contributions. The partnership should remain focused on social impact and community benefit, not on corporate marketing or advertising.

7. Monitoring and Reporting

7.1 Monitoring and Documentation

RYTHMUS will maintain clear records of all CSR activities, including:

- Detailed financial records showing the allocation of CSR funds.
- Regular updates on the progress and impact of the project.
- Evidence of how funds are being utilized effectively and in line with the agreed project outcomes.

7.2 Reporting to Corporate Partners

RYTHMUS will provide periodic reports to corporate partners, including:

- Financial reports showing how CSR funds have been spent.
- Activity reports detailing the progress of the CSR initiative.
- Impact reports assessing the social, environmental, or community outcomes of the project.
- Documentation of any challenges or lessons learned during the implementation of the project.

7.3 Annual Reporting

RYTHMUS will also include details of all CSR activities and partnerships in its **Annual Report**, demonstrating transparency and accountability to stakeholders, including donors, partners, and the public.

8. Ethical and Legal Compliance

RYTHMUS commits to complying with all relevant laws, including the **Companies Act, 2013** and the **CSR Rules, 2014**. The organization will ensure that all CSR funding and partnerships are handled ethically and in compliance with Indian laws.

9. Conflict of Interest

If any potential conflict of interest arises in a CSR partnership, it must be disclosed immediately. The **CSR Committee** will assess the situation and take appropriate measures to mitigate any conflicts of interest.

10. Review and Amendment of Policy

This **CSR Relationship Policy** will be reviewed annually by the Board of Trustees or the relevant governing body of RYTHMUS. Any amendments or updates to this policy will be communicated to all stakeholders, including corporate partners.



Contact Information

For any inquiries or further information regarding CSR partnerships, please contact:

[NGO Name] CSR Coordinator

[Name]

[Phone Number]

[Email Address]

[Website URL]

Acknowledgment

By engaging in a CSR partnership with RYTHMUS, both parties acknowledge that they have read, understood, and agree to abide by the terms of this **CSR Relationship Policy**.

Signature (Corporate Partner): _____

Name: _____

Date: _____



Data Protection Policy

Effective Date from-14.11.2024

Contents

- 1. Introduction**
- 2. Scope**
- 3. Data Protection Principle**
- 4. Types of Personal Data We Collect**
- 5. Lawful Basis for Processing Personal Data**
- 6. Handling Conflicts of Interest**
- 7. Consent Management**
- 8. Data Security**
- 9. Data Sharing and Transfers**
- 10. Data Retention**
- 11. Rights of Data Subjects**
- 12. Training and Awareness**
- 13. Policy Review**

1. Introduction

RYTHMUS is committed to ensuring that personal data collected from individuals, including staff, volunteers, beneficiaries, donors, and other stakeholders, is processed in accordance with relevant laws and regulations governing data protection. The aim of this Data Protection Policy is to outline the principles and practices we follow to protect personal data, ensuring privacy, security, and compliance with applicable legislation in India, including the **Information Technology Act, 2000** and the **Personal Data Protection Bill, 2019** (if passed).

This policy applies to all employees, volunteers, and third-party service providers who process personal data on behalf of RYTHMUS.

2. Scope

This policy applies to all personal data collected and processed by RYTHMUS, both in physical and electronic formats, across all our programs, activities, and operations. This includes data collected through our website, mobile apps, emails, events, and in-person interactions.

3. Data Protection Principles

RYTHMUS is committed to adhering to the following data protection principles when processing personal data:

- 1. Lawfulness, Fairness, and Transparency:** Personal data will be processed lawfully, fairly, and in a transparent manner.
- 2. Purpose Limitation:** Personal data will only be collected for specific, legitimate purposes and not further processed in a way that is incompatible with those purposes.



3. **Data Minimization:** Personal data will be adequate, relevant, and limited to what is necessary for the purposes for which it is collected.
4. **Accuracy:** Personal data will be accurate and kept up to date. We will take reasonable steps to ensure that inaccurate or incomplete data is rectified or erased.
5. **Storage Limitation:** Personal data will only be kept for as long as necessary for the purposes for which it was collected.
6. **Integrity and Confidentiality:** Personal data will be processed in a manner that ensures its security, including protection against unauthorized access, loss, or disclosure.
7. **Accountability:** RYTHMUS will be accountable for its compliance with data protection principles and take necessary steps to implement this policy effectively.

4. Types of Personal Data We Collect

We may collect the following types of personal data:

- **Identity Information:** Name, date of birth, gender, nationality, etc.
- **Contact Information:** Address, phone numbers, email addresses, etc.
- **Financial Information:** Bank details, donation information, and tax-related data (for donors).
- **Employment Information:** Job title, employment history, performance reviews, etc.
- **Beneficiary Information:** Health data, educational background, socio-economic details, etc. (when applicable).
- **Other Sensitive Data:** Any other data that is specifically required for our programs and initiatives, including sensitive personal data such as religious beliefs, caste, and political affiliations, subject to consent and legal safeguards.

5. Lawful Basis for Processing Personal Data

RYTHMUS will only collect and process personal data when there is a lawful basis for doing so. The following lawful bases are recognized under Indian law:

1. **Consent:** Obtaining explicit consent from individuals for the processing of their personal data.
2. **Contractual Necessity:** Processing of data necessary for the performance of a contract (e.g., employment contracts, donation agreements).
3. **Legal Obligation:** Processing data necessary to comply with legal obligations, such as tax laws, government reporting, or regulatory compliance.
4. **Legitimate Interests:** Processing personal data necessary for the legitimate interests pursued by RYTHMUS, provided these interests are not overridden by the data subject's rights and freedoms.
5. **Vital Interests:** Processing personal data necessary to protect someone's life or health (e.g., medical emergencies).



6. **Public Interest:** Processing data in connection with tasks carried out in the public interest or in the exercise of official authority vested in RYTHMUS.

6. Consent Management

In instances where consent is the lawful basis for processing personal data, RYTHMUS will ensure that:

- Consent is freely given, specific, informed, and unambiguous.
- Individuals are provided with clear and understandable information about how their data will be used.
- Consent is recorded and can be easily withdrawn by individuals at any time without detriment.

7. Data Security

We take the security of personal data very seriously and have implemented the following measures to protect data from unauthorized access, disclosure, alteration, and destruction:

- **Physical Security:** Secure storage of physical records containing personal data.
- **Technical Security:** Use of strong encryption, firewalls, and access controls to safeguard data stored in electronic systems.
- **Administrative Security:** Only authorized personnel have access to personal data, and they are trained on data protection principles.
- **Data Breach Management:** A Data Breach Response Plan is in place to ensure that any personal data breach is identified, reported, and mitigated promptly. In the event of a data breach, affected individuals will be notified as soon as possible.

8. Data Sharing and Transfers

We may share personal data with third parties under the following circumstances:

- **Third-party Service Providers:** We may share personal data with service providers (e.g., IT service providers, data processors) who assist us in carrying out our functions, such as sending newsletters, processing donations, or managing databases. Such third parties must abide by the same data protection standards.
- **Legal and Regulatory Compliance:** We may share personal data where required by law or regulation, or in response to valid requests from government authorities.
- **International Transfers:** If personal data is transferred to a foreign country (outside India), we will ensure that the recipient country provides an adequate level of data protection or that appropriate safeguards are in place.

9. Data Retention

Personal data will be retained for no longer than necessary to fulfill the purpose for which it was collected. Once the data is no longer needed, it will be securely deleted or anonymized, following the



retention guidelines set by RYTHMUS. Specific retention periods may vary depending on the type of data and any applicable legal or regulatory requirements.

10. Rights of Data Subjects

Individuals whose personal data we process have the following rights:

1. **Right to Access:** The right to request access to their personal data and obtain information about how it is processed.
2. **Right to Rectification:** The right to request the correction of inaccurate or incomplete personal data.
3. **Right to Erasure:** The right to request the deletion of their personal data, subject to certain exceptions.
4. **Right to Restriction of Processing:** The right to request the restriction of processing in certain circumstances.
5. **Right to Data Portability:** The right to receive their personal data in a structured, commonly used, and machine-readable format and to transmit it to another organization.
6. **Right to Object:** The right to object to the processing of their personal data, including for marketing purposes.
7. **Right to Withdraw Consent:** If consent is the lawful basis for processing, individuals may withdraw their consent at any time.

To exercise these rights, individuals can contact RYTHMUS via the contact details provided below.

11. Training and Awareness

RYTHMUS will provide regular training on data protection policies and best practices to all employees, volunteers, and contractors who handle personal data. This will ensure that everyone involved in processing personal data understands their responsibilities and the importance of safeguarding personal information.

12. Policy Review

This Data Protection Policy will be reviewed regularly to ensure that it remains up to date and compliant with applicable laws. Updates or amendments to this policy will be communicated to all stakeholders.

13. Contact Information

For any questions or concerns about this Data Protection Policy, or to exercise your rights under this policy, please contact us at:

[NGO Name]

[NGO Address]

[Phone Number]

[Email Address]





Donor Policy

Effective Date From-14.11.2024

Contents

- 1. Introduction**
- 2. Purpose**
- 3. Scope**
- 4. Principles of Donor Relations**
- 5. Types of Donations**
- 6. Donor Rights and Responsibilities**
- 7. Donor Engagement and Communication**
- 8. Donation Dispute and Refund Policy**
- 9. Governance and Oversight**
- 10. Amendment of Policy**

1. Introduction

RYTHMUS recognizes the importance of **donors** in enabling the organization to fulfil its mission and achieve its goals. As a non-profit organization committed to transparency, accountability, and ethical standards, we are dedicated to maintaining strong, mutually beneficial relationships with our donors. This Donor Policy outlines the principles, responsibilities, and guidelines related to donations, including the acceptance, use, and recognition of donor contributions.

2. Purpose

The purpose of this Donor Policy is to:

- Ensure ethical practices in accepting, managing, and utilizing donations.
- Safeguard the interests and rights of donors, ensuring their contributions are used effectively for the intended purposes.
- Promote transparency and accountability in all dealings with donors.
- Establish clear guidelines for donor engagement, communication, and recognition.

3. Scope

This policy applies to:

- All donors, including individuals, corporations, foundations, trusts, government agencies, and other entities who provide donations or funding to RYTHMUS.
- All types of donations, including monetary, in-kind contributions, and grants.



- Employees, volunteers, board members, and other representatives of RYTHMUS involved in donor management and communication.

4. Principles of Donor Relations

4.1 Transparency and Accountability

- RYTHMUS is committed to ensuring that donations are used for their intended purposes. We will provide transparent information about how funds are utilized, the outcomes achieved, and the impact of the donor's contribution.
- We will maintain clear and accurate records of all donations received, ensuring proper documentation and reporting in line with legal and regulatory requirements.

4.2 Confidentiality

- RYTHMUS respects the privacy of its donors. All personal information, including contact details and donation history, will be kept confidential unless the donor provides consent for public disclosure.
- Donors will have the option to remain anonymous, and their identity will not be disclosed without their explicit permission.

4.3 Use of Donations

- Donations will be used exclusively for the purposes and projects as indicated by the donor at the time of donation. If donations are unrestricted, the organization will use the funds where most needed, in line with its mission and strategic priorities.
- In the case of restricted donations, RYTHMUS will ensure that the funds are allocated and utilized as per the donor's intent and communicated objectives.

4.4 Ethical Standards

- RYTHMUS will not accept donations that could compromise its values, mission, or independence. Donations will be rejected if they are associated with activities that promote harm, are illegal, or go against the ethical standards of the organization.
- We will not accept donations from sources that promote discrimination, violence, or unethical business practices, or from donors whose values are not aligned with our mission.

5. Types of Donations

5.1 Monetary Donations

- Cash donations, checks, wire transfers, and online contributions will be processed efficiently and in accordance with the organization's accounting practices.
- All monetary donations will be acknowledged with an official receipt, including any relevant tax-exemption information under the **Income Tax Act, 1961** (Section 80G, where applicable).

5.2 In-Kind Donations



- In-kind donations such as goods, services, or materials will be accepted based on their alignment with the organization's needs and objectives.
- Donors of in-kind contributions will receive an acknowledgment in the form of a receipt that includes a description of the donated item, its estimated value (if applicable), and the intended use of the donation.

5.3 Grants and Sponsorships

- RYTHMUS may apply for and accept grants and sponsorships from various foundations, trusts, corporate entities, and government agencies.
- All grant and sponsorship funds will be used strictly for the purpose outlined in the grant agreement or sponsorship arrangement.
- Any conflicts of interest regarding grants and sponsorships will be disclosed and managed in accordance with the **Conflict-of-Interest Policy** of RYTHMUS.

6. Donor Rights and Responsibilities

6.1 Donor Rights

Donors to RYTHMUS have the right to:

- **Receive a formal acknowledgment** of their donation, including a receipt for tax exemption (if applicable) under Section 80G of the **Income Tax Act, 1961**.
- **Receive accurate and timely information** about the impact of their donation and the outcomes of the projects they support.
- **Request a report** on how their donation was used and the specific activities it funded.
- **Make a complaint** if they believe there has been a breach of this policy or if they are dissatisfied with the way their donation has been used. All complaints will be handled in a fair and transparent manner.
- **Remain anonymous**, if desired, or request their donation not be publicly acknowledged.
- **Be treated respectfully** and with appreciation at all times.

6.2 Donor Responsibilities

Donors are expected to:

- Provide accurate and honest information when making donations.
- Follow any legal or procedural requirements necessary for processing their donations (e.g., providing proper identification for large donations).
- Notify RYTHMUS of any changes in their contact details or donation preferences.

7. Donor Engagement and Communication

7.1 Acknowledgment and Recognition



- RYTHMUS will acknowledge all donations promptly, providing donors with receipts or acknowledgment letters as required. We will express our appreciation and convey the impact of their support.
- Major donors, partners, and long-term contributors may be recognized publicly through our website, annual reports, or other communication channels, with their consent.

7.2 Regular Updates

- RYTHMUS will keep donors informed about the impact of their contributions, including updates on projects, programs, and outcomes. This may include newsletters, impact reports, and personalized communications.
- Donors may opt in or out of receiving regular updates, according to their preferences.

7.3 Engagement Opportunities

- Donors will be offered opportunities to engage with RYTHMUS in meaningful ways, such as visiting project sites, attending events, or meeting the people and communities benefiting from their donations.
- We will also invite donors to participate in consultations or focus groups when relevant, to help shape future programs or initiatives.

8. Donation Dispute and Refund Policy

8.1 Dispute Resolution

- Any disputes or concerns regarding donations, including the use of funds or donor recognition, will be addressed in a transparent and timely manner.
- Donors can raise concerns with RYTHMUS's designated staff or the Board of Trustees. A thorough investigation will be conducted, and the donor will be informed of the resolution.

8.2 Refund Policy

- Donations are generally non-refundable, except in cases where there has been a mistake or an error in processing the donation (e.g., double payment or incorrect amount).
- If a donor requests a refund, RYTHMUS will review the request and provide a refund where applicable, subject to verification of the transaction and adherence to legal requirements.

9. Governance and Oversight

9.1 Donor Privacy and Data Protection

- RYTHMUS will comply with all relevant data protection laws and regulations regarding the collection, storage, and use of donor information.
- Personal and financial data of donors will be stored securely and accessed only by authorized personnel. Donors will have the right to access their personal information and request corrections, if necessary.



9.2 Monitoring and Evaluation

- RYTHMUS will regularly evaluate its fundraising practices and donor engagement efforts to ensure compliance with this policy.
- The Finance Committee or designated oversight body will monitor donor contributions to ensure they are being used appropriately and in accordance with donor intent.

9.3 Reporting to the Board

- Regular reports on donor contributions and fundraising activities will be presented to the Board of Trustees/Directors to ensure oversight and accountability.

10. Amendment of Policy

This **Donor Policy** will be reviewed annually and updated as needed to ensure its relevance and compliance with legal and regulatory requirements. Any amendments to the policy will be communicated to all stakeholders, including donors.

11. Contact Information

For any questions or concerns related to donations or this policy, donors can contact:

[NGO Name] Donor Relations Officer

[Name]

[Phone Number]

[Email Address]

[Website URL]

Acknowledgment and Agreement

By making a donation, the donor acknowledges that they have read, understood, and agree to abide by the terms of this **Donor Policy** of RYTHMUS.

Signature of Donor: _____

Name: _____

Date: _____



Safety and Security Policy

Effective Date From-14.11.2024

Contents

- 1. Introduction**
- 2. Purpose**
- 3. Scope**
- 4. Key Principle**
- 5. Risk Assessment and Management**
- 6. Staff Responsibilities**
- 7. Emergency Preparedness and Response**
- 8. Security of Personnel**
- 9. Safety and Security Training**
- 10. Security of Assets and Information**
- 11. Reporting and Accountability**
- 12. Review and Evaluation**
- 13. Policy Review and Updates**

1. Introduction

At RYTHMUS, we are committed to creating and maintaining a safe and secure environment for our staff, volunteers, beneficiaries, partners, and stakeholders. We recognize that safety and security are essential for the effective delivery of our programs, and we have a responsibility to safeguard the well-being of all individuals involved in our activities. This Safety and Security Policy outlines the guidelines and measures we take to ensure the protection of people, assets, and information in all our operations.

2. Purpose

The purpose of this policy is to:

- Protect staff, volunteers, and beneficiaries from harm, injury, or risk associated with our operations.
- Establish a comprehensive approach to safety and security across all areas of our work.
- Provide guidance on risk assessment, safety protocols, and emergency preparedness.
- Ensure that all staff, volunteers, and partners understand their responsibilities in relation to safety and security.
- Promote a culture of awareness, preparedness, and resilience among staff and stakeholders.



3. Scope

This policy applies to:

- All employees, volunteers, contractors, and partners working for or on behalf of RYTHMUS.
- All facilities, operations, activities, and locations where RYTHMUS is involved, including fieldwork, offices, events, and travel.
- Beneficiaries, community members, and other stakeholders involved in or affected by RYTHMUS's work.

4. Key Principles

- **Duty of Care:** RYTHMUS has a duty of care to all staff, volunteers, partners, and beneficiaries. We will ensure that reasonable steps are taken to minimize risk and ensure safety in all our operations.
- **Risk Assessment and Management:** We will conduct thorough risk assessments for all activities and locations, identifying potential hazards and taking appropriate steps to mitigate risks.
- **Security Awareness and Preparedness:** All staff and stakeholders will be trained on security risks, policies, and procedures to ensure that everyone is prepared for potential threats or emergencies.
- **Emergency Response:** We will establish clear procedures for responding to emergencies, including natural disasters, political instability, conflict, and other security incidents.
- **Confidentiality and Information Security:** We will ensure that sensitive information, including personal data, operational details, and security-related information, is kept confidential and secure.

5. Risk Assessment and Management

- **Risk Identification:** RYTHMUS will identify and assess risks related to the safety and security of staff, volunteers, beneficiaries, and assets. This includes risks such as natural disasters, armed conflict, theft, cyber threats, and health hazards.
- **Risk Mitigation:** Based on the findings of the risk assessments, we will develop risk mitigation plans, including:
 - Implementing safety protocols and procedures.
 - Providing appropriate safety equipment (e.g., personal protective gear, first aid kits).
 - Securing transport and accommodation for staff and volunteers.
 - Ensuring secure data management and communication systems.
- **Monitoring and Review:** We will regularly monitor the safety and security situation in the areas where we operate, review our risk assessments, and adjust our safety and security measures as necessary.



6. Staff Responsibilities

All staff and volunteers are responsible for maintaining safety and security in their work. Specific responsibilities include:

- **Following Safety Protocols:** All staff and volunteers must adhere to the safety protocols and procedures established by RYTHMUS.
- **Participating in Training:** All staff will receive regular training on safety and security, including risk awareness, emergency response, and personal security.
- **Reporting Safety and Security Incidents:** Staff are responsible for promptly reporting any safety or security incidents, potential threats, or concerns to the designated Safety and Security Focal Point.
- **Personal Safety:** Staff and volunteers should take reasonable steps to ensure their own personal safety, including avoiding unnecessary risks, staying informed about the local situation, and following guidelines on travel and fieldwork.

7. Emergency Preparedness and Response

- **Emergency Plans:** RYTHMUS will develop and implement emergency response plans for all significant risks identified through the risk assessment process. This includes:
 - Procedures for responding to natural disasters, health emergencies, and conflict.
 - A clear chain of command for decision-making and communication during an emergency.
 - Designated emergency contacts and safe locations for staff, volunteers, and beneficiaries.
- **Evacuation Procedures:** We will establish evacuation procedures for staff and beneficiaries in the event of a serious threat, such as armed conflict or natural disasters. This will include:
 - Identifying safe routes and evacuation points.
 - Ensuring that staff are familiar with evacuation procedures and have the necessary equipment (e.g., emergency kits, first aid supplies).
- **Communication During Emergencies:** We will ensure that reliable communication systems are in place to enable staff and partners to stay in contact during an emergency, including:
 - Mobile phones, satellite phones, or radios.
 - Emergency contact lists and communication trees.
- **First Aid and Medical Assistance:** RYTHMUS will ensure that basic first aid training is provided to staff and that emergency medical assistance is available in all areas of operation.

8. Security of Personnel

- **Travel and Fieldwork:** We will ensure that staff and volunteers working in the field or traveling for work are aware of and adhere to security guidelines. This includes:



- Avoiding travel to high-risk areas without proper security measures.
 - Using secure and vetted transportation options.
 - Keeping family members and relevant stakeholders informed of travel plans.
- **Accommodation and Workspaces:** We will ensure that accommodations and workspaces are secure and provide basic safety measures (e.g., secure locks, safe access routes, and adequate lighting).
- **Personal Security:** Staff and volunteers must maintain a high level of personal security awareness, such as avoiding high-risk areas, maintaining discretion, and being aware of local risks.

9. Safety and Security Training

- **Orientation and Ongoing Training:** All new staff, volunteers, and partners will receive safety and security training as part of their induction process. Additionally, ongoing training will be provided to ensure all staff stay informed about new risks and security protocols.
- **Security Awareness Campaigns:** RYTHMUS will periodically organize security awareness campaigns, including workshops, refresher training, and briefings, to ensure that all personnel are aware of current risks and security measures.

10. Security of Assets and Information

- **Protection of Assets:** RYTHMUS will ensure the security of its physical assets, including equipment, vehicles, cash, and supplies. This includes:
 - Secure storage areas and facilities.
 - Access control procedures to prevent unauthorized entry.
 - Regular audits and inventory checks.
- **Information Security:** We will safeguard the privacy and security of sensitive information, including personal data, operational details, and communications. This includes:
 - Protecting digital information with secure systems (e.g., encryption, password protection).
 - Ensuring that sensitive data is not disclosed to unauthorized individuals.
 - Establishing guidelines for secure communication both within and outside the organization.

11. Reporting and Accountability

- **Incident Reporting:** All safety and security incidents must be reported immediately to the designated Safety and Security Focal Point. Reports will be documented and reviewed to assess the response and improve future safety measures.
- **Accountability:** RYTHMUS will hold all staff, volunteers, and partners accountable for following safety and security guidelines. Disciplinary action may be taken against those who



fail to adhere to safety policies, intentionally put themselves or others at risk, or engage in reckless behavior.

12. Review and Evaluation

- **Monitoring Safety and Security:** RYTHMUS will regularly review and evaluate the effectiveness of the safety and security measures in place, including risk assessments, safety protocols, and emergency response plans.
- **Continuous Improvement:** Feedback from staff, volunteers, and partners will be used to continuously improve the organization's safety and security practices.

13. Policy Review

This Safety and Security Policy will be reviewed annually, or sooner if there are significant changes in the operating environment or when new risks are identified. Updates will be communicated to all staff, volunteers, and partners, and any changes to the policy will be implemented as necessary.

Signed by:

[Executive Director/Board Chair]

[NGO Name]

[Date]

This Safety and Security Policy underscores RYTHMUS's commitment to the protection and well-being of all personnel and stakeholders. Through adherence to this policy, we aim to create a safe and secure environment where staff can carry out their duties effectively, and beneficiaries can receive the support they need without fear of harm.



Sponsorship Policy

Effective Date From-14.11-2024

Contents

- 1. Introduction**
- 2. Purpose**
- 3. Scope**
- 4. Key Principles of Sponsorship**
- 5. Types of Sponsorship**
- 6. Sponsorship Criteria**
- 7. Sponsorship Agreements**
- 8. Recognition of Sponsors**
- 9. Monitoring and Evaluation**
- 10. Termination of Sponsorships**
- 11. Policy Review and Updates**

1. Introduction

At RYTHMUS, sponsorship is a crucial way for us to fund our programs, raise awareness about our mission, and build long-term relationships with individuals, businesses, and other organizations that share our values. This Sponsorship Policy establishes the principles and guidelines under which we accept and manage sponsorships. It ensures that all sponsorship arrangements are aligned with our mission, values, and ethical standards, and that they contribute positively to our work.

2. Purpose

The purpose of this policy is to:

- Outline the guidelines and procedures for securing, accepting, and managing sponsorships.
- Ensure that sponsorship arrangements align with the values, mission, and ethical standards of RYTHMUS.
- Foster transparency, accountability, and trust with our sponsors, stakeholders, and the communities we serve.
- Safeguard the integrity and reputation of RYTHMUS by avoiding conflicts of interest, undue influence, or the appearance of compromising our independence.

3. Scope

This policy applies to:



- All sponsorship agreements and partnerships entered into by RYTHMUS, including those with businesses, individuals, foundations, and other organizations.
- All types of sponsorships, whether financial, in-kind (goods or services), or media/advertising support.
- Sponsorships for programs, events, campaigns, and projects carried out by RYTHMUS.

4. Key Principles of Sponsorship

a) Alignment with Mission and Values

- All sponsorships must be consistent with the mission and values of RYTHMUS. We will only accept sponsorships that support our core programs, objectives, and activities.
- Sponsorships should contribute to the long-term success of the organization and help advance our cause without compromising our mission.

b) Transparency and Accountability

- Sponsorships will be managed transparently, with clear terms and conditions agreed upon by both parties. All sponsorships will be disclosed to relevant stakeholders, and any potential conflicts of interest will be addressed.
- We will provide regular updates to sponsors about how their contributions are being used and the impact they are making on our programs.

c) Independence and Integrity

- [NGO Name] will maintain its independence in all decisions, activities, and programs. Sponsorships should not compromise our autonomy or lead to undue influence over our operations, policies, or advocacy.
- We will avoid accepting sponsorships from entities whose values or activities may be in conflict with the mission of [NGO Name] or that may harm our reputation or credibility.

d) No Commercial or Political Endorsements

- We will not accept sponsorships that imply endorsement of any political party, candidate, or commercial entity. Our sponsorships will not be used to promote or advertise the products, services, or interests of sponsors in a manner that could be seen as endorsing them.
- Sponsorships will be evaluated based on the contribution to our mission, not on the potential marketing or advertising benefits for sponsors.

e) Respect for Local and International Laws

- All sponsorship arrangements will comply with applicable laws, including tax laws, anti-bribery laws, and other relevant regulations.
- We will also ensure that sponsorships align with the standards and ethical guidelines of the international nonprofit sector, as well as our organizational policies.

5. Types of Sponsorship



a) Financial Sponsorship

- Financial sponsorships involve monetary contributions that support specific programs, events, or general organizational needs.
- Financial sponsors may be recognized publicly but will not have any influence over the content, structure, or execution of our work.

b) In-Kind Sponsorship

- In-kind sponsorships involve donations of goods or services, such as event venues, products, volunteer support, or professional services.
- In-kind sponsors may be recognized for their contributions, but like financial sponsors, they will not have any control over our activities.

c) Media or Advertising Sponsorship

- Media or advertising sponsorships involve the provision of media space, airtime, or promotional platforms (e.g., print, digital, radio, or television).
- While sponsors may receive recognition through media channels, we will ensure that their involvement does not compromise our message or mislead the public.

6. Sponsorship Criteria

a) Eligibility of Sponsors

- Sponsorships will only be accepted from entities or individuals whose values, actions, and operations align with [NGO Name]'s mission and ethical standards.
- We will not accept sponsorships from:
 - Entities involved in activities that harm the environment, exploit workers, or engage in unethical business practices.
 - Corporations involved in industries that conflict with our mission (e.g., tobacco, arms manufacturing, gambling).
 - Individuals or organizations with a history of unethical behavior or criminal activity.
 - Political parties or political organizations.

b) Conflict of Interest

- We will assess each sponsorship opportunity for any potential conflict of interest. If any conflict is identified, we will either refuse the sponsorship or address it in a way that ensures the organization's integrity and independence are maintained.
- Any decision to accept or reject a sponsorship will be made in consultation with the relevant departments (e.g., program, finance, legal) and documented in writing.

c) Impact and Value



- We will consider the impact and value of each sponsorship in relation to our programs and mission. Sponsorships should support our programs or initiatives in a meaningful way, contributing to the achievement of our objectives.
- Sponsorships should have clear deliverables, whether in terms of financial support, resources, or media exposure, and we will track and report on the outcomes.

7. Sponsorship Agreements

a) Written Agreements

- All sponsorships must be formalized through a written agreement that outlines the terms, expectations, and responsibilities of both parties.
- The agreement will specify the nature of the sponsorship, including financial contributions, in-kind donations, recognition, and any other commitments.

b) Terms and Conditions

- The sponsorship agreement will include terms such as:
 - Sponsorship amount or value of in-kind donation.
 - The specific project, program, or event being sponsored.
 - The recognition the sponsor will receive (e.g., logo placement, mention in promotional materials).
 - The duration of the sponsorship.
 - Any reporting or accountability requirements.
 - Conditions for terminating or modifying the agreement.

c) Review and Approval

- All sponsorship agreements will be reviewed by RYTHMUS management and legal advisors to ensure that the terms are fair, transparent, and in line with organizational policies.
- Agreements will be signed by authorized personnel on behalf of RYTHMUS before any sponsorship funds or resources are received.

8. Recognition of Sponsors

a) Acknowledgment and Visibility

- Sponsors will be recognized in a manner consistent with the agreed terms in the sponsorship agreement. This may include:
 - Listing the sponsor in printed or digital materials (e.g., event programs, reports, newsletters).
 - Acknowledging the sponsor during events, public announcements, or media outreach.



- Featuring the sponsor's logo or brand in program materials, event banners, or promotional content.

b) Limits to Recognition

- Recognition of sponsors will be kept within the bounds of the sponsorship agreement and will not imply endorsement of their products, services, or policies.
- We will ensure that the sponsor's presence does not dominate the content or messaging of our programs, events, or publications, and that it does not conflict with our mission.

9. Monitoring and Evaluation

- The effectiveness of sponsorships will be monitored to ensure that sponsorships are delivering the expected benefits and contributing to our mission. This may include reviewing sponsor engagement, public perception, and the tangible impact on our programs or events.
- We will regularly evaluate the alignment between sponsorship agreements and RYTHMUS's values and objectives. Any concerns or discrepancies will be addressed immediately.

10. Termination of Sponsorships

- RYTHMUS reserves the right to terminate any sponsorship agreement if:
 - The sponsor's actions or values are found to be inconsistent with RYTHMUS's mission, values, or ethical standards.
 - The sponsor engages in activities that harm our reputation or pose a conflict of interest.
 - The sponsor fails to meet their commitments as outlined in the sponsorship agreement.
- Termination will be conducted in a professional manner, and we will provide reasonable notice to the sponsor, as specified in the agreement.

11. Review and Revision

This Sponsorship Policy will be reviewed annually to ensure it remains relevant and effective. Any updates or changes to the policy will be communicated to all relevant stakeholders.

Signed by:

[Executive Director/Board Chair]

[NGO Name]

[Date]

This Sponsorship Policy reflects RYTHMUS's commitment to maintaining ethical and transparent partnerships that contribute to the achievement of our mission. Through responsible sponsorship



management, we aim to build lasting relationships with sponsors that benefit our programs and the communities we serve while upholding our core values of integrity, independence, and transparency.



Stakeholder Engagement Policy

Effective Date From-14.11.2024

Contents

- 1. Introduction**
- 2. Purpose**
- 3. Scope**
- 4. Governance and Oversight**
- 5. Key Principles of Stakeholder Engagement**
- 6. Stakeholder Engagement Strategies**
- 7. Monitoring and Evaluation of Stakeholder Engagement**
- 8. Roles and Responsibilities**
- 9. Conflict Resolution and Grievance Mechanisms**
- 10. Policy Review and Updates**

1. Introduction

At RYTHMUS, we recognize that our ability to achieve our mission and create lasting impact depends on the support, collaboration, and involvement of a wide range of stakeholders. These stakeholders include beneficiaries, donors, partners, employees, volunteers, government agencies, and the wider community. This Stakeholder Engagement Policy outlines our commitment to fostering transparent, respectful, and meaningful relationships with all stakeholders to ensure their perspectives, needs, and contributions are actively integrated into our work.

2. Purpose

The purpose of this policy is to:

- Define the principles and processes for engaging with stakeholders in a meaningful and inclusive way.
- Ensure transparency, accountability, and mutual respect in all our interactions with stakeholders.
- Strengthen relationships with stakeholders to ensure the effectiveness of our programs, improve decision-making, and maximize impact.
- Promote active involvement of stakeholders in program planning, implementation, and evaluation.

3. Scope

This policy applies to:

- All staff, volunteers, and partners involved in stakeholder engagement.



- All external stakeholders, including beneficiaries, donors, government bodies, community groups, partners, the general public, and any other individuals or organizations impacted by or interested in RYTHMUS's work.
- All types of stakeholder engagement, including consultations, feedback mechanisms, meetings, partnerships, and communication efforts.

4. Definition of Stakeholders

Stakeholders are individuals, groups, or organizations that are directly or indirectly affected by or have an interest in RYTHMUS's work. Stakeholders can include:

- **Beneficiaries:** The individuals, families, or communities who directly benefit from our programs and services.
- **Donors and Funders:** Individuals, corporations, foundations, and government entities that provide financial or in-kind support for our programs.
- **Partners and Collaborators:** Non-profits, governmental agencies, academic institutions, corporate entities, and local organizations with whom we work to achieve shared objectives.
- **Employees and Volunteers:** Staff and volunteers who contribute to the day-to-day operations of the organization.
- **Government and Regulatory Bodies:** Local, regional, and national authorities that regulate or influence the sectors in which we operate.
- **Community Leaders and Local Institutions:** Leaders and institutions in the communities we serve, whose support and collaboration are critical for program success.
- **The General Public:** People who support or are interested in [NGO Name]'s work, including media, advocacy groups, and members of the public.

5. Key Principles of Stakeholder Engagement

All stakeholder engagement will be guided by the following principles:

a) Inclusivity and Participation

- We will actively involve stakeholders in decision-making processes, ensuring that their views, concerns, and needs are heard and integrated into our work.
- We will ensure that all stakeholders, particularly those who are vulnerable or marginalized, have an opportunity to participate in discussions that affect them.

b) Transparency

- We will communicate openly with all stakeholders about our mission, objectives, activities, and outcomes, as well as how their input is used to inform decisions.
- We will provide regular updates and progress reports to our stakeholders, including financial reports and program outcomes.

c) Respect and Dignity



- We will engage with all stakeholders in a respectful and professional manner, treating their opinions, concerns, and feedback with the utmost consideration.
- We will be sensitive to cultural, social, and economic factors, ensuring that all communications and interactions are appropriate for the context.

d) Accountability

- We will be accountable to our stakeholders, ensuring that we deliver on promises and commitments and are responsive to concerns and feedback.
- We will use stakeholder feedback to improve our operations, programs, and services, and demonstrate how their input is taken into account in decision-making.

e) Collaboration and Partnership

- We will seek to build strong, mutually beneficial relationships with stakeholders based on trust, collaboration, and shared goals.
- We will recognize and respect the expertise, knowledge, and contributions of our stakeholders, and work together to maximize the impact of our programs.

f) Confidentiality

- We will protect the privacy of stakeholders and their data, ensuring that any personal or sensitive information shared with us is kept confidential, unless explicit consent is given for its disclosure.

6. Stakeholder Engagement Strategies

To ensure effective and meaningful engagement, [NGO Name] will employ the following strategies:

a) Regular Consultation

- We will consult with stakeholders regularly through surveys, focus groups, community meetings, and direct communication channels.
- We will use participatory approaches, especially with beneficiaries, to involve them in program design, monitoring, and evaluation, ensuring their voices are heard in shaping our interventions.

b) Feedback Mechanisms

- We will establish accessible and transparent feedback mechanisms to allow stakeholders to express their opinions, provide suggestions, or raise concerns. These may include complaint boxes, hotlines, email addresses, and online platforms.
- Feedback mechanisms will be sensitive to the needs of all stakeholders, including vulnerable populations, and will provide timely responses to inquiries or concerns.

c) Communication and Information Sharing



- We will communicate regularly with stakeholders through newsletters, annual reports, social media, and other digital and traditional channels to share information about our work, progress, and challenges.
- We will ensure that communication materials are accessible, including offering translations and other adaptations for specific audiences (e.g., people with disabilities or non-native speakers).

d) Capacity Building

- We will build the capacity of our stakeholders to participate in engagement processes by offering training, workshops, or other forms of education that help them better understand the issues and opportunities for involvement.
- This includes training our staff and partners to effectively engage with stakeholders in a way that is inclusive, respectful, and productive.

e) Partnerships and Collaboration

- We will build and strengthen partnerships with other organizations, government bodies, businesses, and community groups to enhance the effectiveness of our programs and increase their reach and impact.
- We will collaborate with other stakeholders to identify shared goals, leverage resources, and align efforts for maximum impact.

7. Monitoring and Evaluation of Stakeholder Engagement

To assess the effectiveness of our stakeholder engagement efforts, we will:

- Monitor stakeholder participation and feedback regularly to ensure that engagement activities are meaningful and impactful.
- Evaluate the quality and inclusiveness of stakeholder engagement through surveys, interviews, and other tools to assess the level of satisfaction and the effectiveness of communication and collaboration.
- Use the findings from these evaluations to improve our engagement processes and ensure that we are meeting the needs and expectations of our stakeholders.

8. Roles and Responsibilities

The following roles and responsibilities will ensure effective stakeholder engagement:

a) Executive Leadership and Board

- Provide overall oversight and strategic direction for stakeholder engagement activities.
- Ensure that stakeholder engagement is prioritized and integrated into the organization's mission, vision, and strategic plans.

b) Program Managers and Staff

- Lead stakeholder engagement efforts within specific programs and projects.



- Regularly consult with stakeholders, collect feedback, and report findings to the leadership team.
- Act on stakeholder feedback to improve programs and services.

c) M&E and Communications Teams

- Ensure that stakeholder feedback is integrated into monitoring and evaluation processes.
- Develop and implement strategies for communicating with stakeholders, including reporting on progress, outcomes, and challenges.

d) Volunteers and External Partners

- Support stakeholder engagement efforts through outreach, consultations, and community-building activities.
- Foster relationships with stakeholders to build trust and enhance the organization's credibility.

9. Conflict Resolution and Grievance Mechanisms

We are committed to resolving any conflicts or grievances that arise through stakeholder engagement in a fair and transparent manner. We will:

- Establish clear grievance and dispute resolution mechanisms that stakeholders can access if they have concerns or complaints about the organization's work.
- Address grievances in a timely and respectful manner, ensuring that stakeholders feel heard and valued.

10. Policy Review

This Stakeholder Engagement Policy will be reviewed annually to ensure it remains relevant, effective, and aligned with the organization's mission and evolving stakeholder needs. Feedback from stakeholders will be integral to the review process, ensuring continuous improvement of engagement strategies.

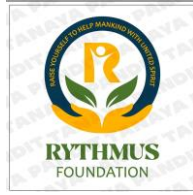
Signed by:

[Executive Director/Board Chair]

[NGO Name]

[Date]

This Stakeholder Engagement Policy reflects RYTHMUS's commitment to creating an inclusive, transparent, and accountable organization that actively listens to and collaborates with its stakeholders. By fostering strong relationships with all stakeholders, we aim to enhance the impact of our work and ensure that our programs are relevant, effective, and responsive to the needs of the communities we serve.





Whistleblower Policy

Effective Date from-14.11.2024

Contents

- 1. Introduction**
- 2. Purpose**
- 3. Scope**
- 4. Governance and Oversight**
- 5. Whistleblower Rights and Protection**
- 6. Reporting Channels**
- 7. Process for Handling Whistleblower Reports**
- 8. Retaliation and Consequences of Misuse**
- 9. Confidentiality and Privacy**
- 10. Monitoring and Evaluation**
- 11. Training and Awareness**
- 12. Review and Amendments**

1. Introduction

RYTHMUS is committed to maintaining the highest standards of integrity, transparency, and accountability in all aspects of its operations. We believe that a culture of openness and accountability is essential for ensuring ethical behaviour and protecting the interests of our beneficiaries, staff, volunteers, donors, and stakeholders. This Whistleblower Policy provides a framework to enable staff, volunteers, partners, and stakeholders to report any concerns they may have about unethical behaviour, illegal activities, or violations of organizational policies in a safe and confidential manner.

2. Purpose

The purpose of this policy is to:

- Encourage individuals to report concerns or suspicions about unethical conduct or misconduct within RYTHMUS without fear of retaliation or victimization.
- Provide clear procedures for reporting and investigating whistleblower complaints.
- Ensure that all concerns are treated seriously, investigated thoroughly, and resolved appropriately.
- Protect individuals who report concerns in good faith from retaliation, discrimination, or harassment.

3. Scope



This policy applies to:

- All employees (full-time, part-time, temporary, and interns) of RYTHMUS.
- Volunteers, contractors, consultants, board members, and partners working for or with RYTHMUS.
- Beneficiaries, donors, and other stakeholders who are involved in or impacted by RYTHMUS's activities.

4. Definitions

- **Whistleblower:** An individual who reports concerns about actual, suspected, or potential misconduct, illegal activities, or violations of organizational policies, procedures, or ethics within RYTHMUS.
- **Misconduct:** Any behaviour that violates the organization's policies, including but not limited to:
 - Fraud, corruption, or financial mismanagement.
 - Abuse of authority, exploitation, or harassment.
 - Breaches of confidentiality.
 - Violations of laws or regulations.
 - Negligence in carrying out duties.
 - Sexual harassment or exploitation.
 - Child abuse or exploitation.
 - Discrimination or mistreatment of individuals based on gender, race, religion, or any other discriminatory grounds.
- **Retaliation:** Any adverse action, including but not limited to dismissal, demotion, harassment, or intimidation, taken against a whistleblower as a result of their reporting.

5. Whistleblower Rights and Protection

RYTHMUS is committed to ensuring that all whistleblowers are protected from retaliation and that their concerns are treated confidentially and seriously. Specifically, whistleblowers have the following rights:

- **Confidentiality:** The identity of the whistleblower will be kept confidential, unless the whistleblower consents otherwise or disclosure is required by law.
- **Protection from Retaliation:** RYTHMUS prohibits any form of retaliation, discrimination, or harassment against individuals who report concerns in good faith. Any individual who retaliates against a whistleblower will be subject to disciplinary action, up to and including termination of employment or partnership.



- **Good Faith Reporting:** Individuals are encouraged to report concerns in good faith, meaning they genuinely believe there is a valid issue, even if it turns out to be unsubstantiated. Good faith reporting is essential for the integrity of this policy.

6. Reporting Channels

Whistleblowers can report concerns or allegations using the following channels:

- **Designated Whistleblower Focal Point:** Reports may be made in person, via phone, or email to the designated Whistleblower Focal Point (typically the organization's Compliance Officer, Human Resources Director, or a senior management member). The contact details of the Focal Point are:
 - **Name:** [Name of Whistleblower Focal Point]
 - **Email:** [Email Address]
 - **Phone Number:** [Phone Number]
- **Anonymous Reporting:** Individuals may report concerns anonymously using [NGO Name]'s designated anonymous whistleblowing system, such as an anonymous email account or third-party hotline, if applicable. While anonymous reporting is encouraged, whistleblowers are advised that it may be more difficult to follow up or investigate anonymous complaints fully.
- **External Reporting:** In cases where whistleblowers feel unable to report internally or where the issue is of significant legal or public concern, they may report directly to external authorities such as government regulatory bodies, law enforcement, or oversight organizations.

7. Process for Handling Whistleblower Reports

Once a whistleblower report is received, the following steps will be taken:

1. **Acknowledgment:** The whistleblower will receive an acknowledgment of the receipt of their concern within [X days] of the report being made.
2. **Initial Assessment:** The Whistleblower Focal Point or relevant authority will conduct an initial review to assess the validity of the concern and determine whether an investigation is warranted.
3. **Investigation:** If the report is deemed credible and relevant, a thorough, impartial, and confidential investigation will be conducted. Investigations will be handled by qualified personnel, and where necessary, external experts or legal authorities will be involved.
4. **Outcome:** Once the investigation is completed, the whistleblower will be informed of the outcome, as appropriate. The investigation will include recommended actions to address the concern and prevent future occurrences.
5. **Actions Taken:** Where a violation or misconduct is confirmed, RYTHMUS will take appropriate corrective and disciplinary actions, which may include:



- Disciplinary action against the responsible individuals, including warnings, suspension, or termination.
- Financial restitution or corrective actions to address any financial mismanagement or harm caused.
- Reporting the matter to the relevant regulatory or law enforcement authorities, if required by law.

8. Retaliation and Consequences of Misuse

RYTHMUS strictly prohibits retaliation or any form of harm against a whistleblower who reports concerns in good faith. Retaliation may include:

- Dismissal or demotion.
- Harassment or bullying.
- Negative performance reviews or disciplinary actions.
- Any other adverse treatment in response to the whistleblower's actions.

Any individual found to have retaliated against a whistleblower will face disciplinary action, which may include termination of employment or partnership, and, in cases of severe misconduct, legal action.

Additionally, **false or malicious accusations** made without a reasonable belief in the truth of the allegations may lead to disciplinary action against the individual making the report. This will ensure that the whistleblower system is used responsibly and with integrity.

9. Confidentiality and Privacy

Confidentiality is critical in maintaining trust in the whistleblowing system. The organization will ensure that all whistleblower reports are treated with the utmost confidentiality. Only those involved in the investigation will have access to the details of the report, unless the whistleblower has agreed to waive this confidentiality or disclosure is required by law.

However, the organization may need to disclose some information to law enforcement agencies, external regulators, or legal entities if required by law or for the purposes of resolving the issue.

10. Monitoring and Evaluation

RYTHMUS will:

- Regularly monitor the effectiveness of this Whistleblower Policy and ensure that concerns are being reported and handled in a timely, appropriate, and thorough manner.
- Conduct periodic reviews of the whistleblowing process to ensure that the policy remains relevant, effective, and aligned with legal requirements and best practices.
- Report aggregate whistleblower activity to the board of directors and stakeholders as appropriate, without compromising confidentiality or privacy.



11. Training and Awareness

To ensure the effectiveness of this policy, RYTHMUS will provide regular training and awareness sessions to staff, volunteers, and partners on their rights and responsibilities under this policy. This training will include:

- How to recognize unethical behavior, misconduct, or violations of policies.
- How to report concerns and utilize the available reporting channels.
- The protections in place for whistleblowers and the organization's zero-tolerance policy for retaliation.

12. Review and Amendments

This Whistleblower Policy will be reviewed and updated regularly (at least every two years) or sooner if there are significant changes to laws, regulations, or organizational practices. Any updates to the policy will be communicated to all staff, volunteers, partners, and stakeholders.

Signed by:

[Executive Director/Board Chair]

[NGO Name]

[Date]

This Whistleblower Policy reinforces RYTHMUS's commitment to a culture of transparency, accountability, and ethical behavior. Through this policy, we aim to ensure that individuals feel safe and empowered to report concerns and that such reports are handled with the seriousness and confidentiality they deserve.