



ASEEMA CHARITABLE TRUST COMPLIANCE MANAGEMENT POLICY

Aseema Charitable Trust

G3 Josephine Apartments, Ground Fl, Chimbai Road, Bandra West, Mumbai 400050



COMPLIANCE MANAGEMENT POLICY

Ownership	Operations
Forum where approved	Board of Trustees
<u>Date of Approval</u>	April 2022

BACKGROUND:

Aseema Charitable Trust is a Mumbai based non-governmental organization with a mission to equip children from marginalized communities with high quality, value based education enabling development of their limitless potential. In Mumbai, Aseema works in partnership with the Municipal Corporation of Greater Mumbai (MCGM) to create centres of excellence within the public education system. In each of these schools, Aseema supports the MCGM by providing teachers who are oriented to Aseema's child friendly approach, making the learning environment stimulating and safe and creating a culture that respects the child and promotes learning.

PURPOSE:

Compliance management is a crucial process for NGOs (non-governmental organizations) to ensure they operate ethically, transparently, and in accordance with relevant laws, regulations, and standards.

In order to fulfill its mission, Aseema is committed to compliance of high legal and ethical standards. Accordingly, this Compliance policy has been designed.

Aseema has strong financial, standard operational procedures and management and policies to ensure compliance to highest standards.

The various functional policies and procedures of this organisation have been designed to ensure that it complies with all applicable rules and regulations.

SCOPE:

This policy is applicable to all the employees, volunteers, third party and any other person dealing with Aseema.

The respective policies are also communicated to all staff members to ensure they understand their obligations towards the applicable compliances.

POLICY:

Monitoring and Auditing:

Gaps are identified and addressed promptly by the organisation in terms of Compliance. The organisation has a very well-defined Whistle Blower and Anti Bribery/Anti-corruption Policy in this context.

Documentation and Recordkeeping:

Aseema retains all documents and records as per the applicable legal and regulatory requirements. It also participates in relevant industry associations or networks to stay updated on best practices and emerging compliance issues.

Continuous Improvement:

The organisation regularly evaluates the effectiveness of the compliance management process and also stays abreast of new compliance requirements and adapts the processes accordingly.

REVIEW:

This policy is subject to review on an annual basis or as and when required.