



## **Raise for Development and Humanitarian Aid RDHA Compliance Policy with Third-Party Standards**

**Last Update:** 1, October 2024

## 1. Introduction and Purpose

RDHA is firmly committed to complying with all standards and requirements imposed by relevant third parties in its operations. This policy ensures that RDHA conducts its work with the highest levels of transparency, integrity, and accountability, fostering trust with partners, donors, regulators, beneficiaries, and other stakeholders.

The purpose of this policy is to:

- **Define Commitment:** Affirm RDHA's adherence to external standards.
- **Define Scope:** Clarify the types of third-party standards applicable to RDHA.
- **Assign Responsibilities:** Identify roles and responsibilities for sustained compliance.
- **Establish Procedures:** Outline systematic processes for identifying, assessing, implementing, and monitoring compliance requirements.
- **Mitigate Risks:** Reduce legal, financial, operational, and reputational risks associated with non-compliance.

## 2. Scope of the Policy

This policy applies to all activities, processes, and departments within RDHA that are affected by or subject to third-party standards. This includes, but is not limited to:

- **Legal & Regulatory Requirements:** National and international laws, government regulations, and licenses.
- **Donor Standards:** Terms and conditions specified in grants and contracts from governmental, non-governmental, and private donors.
- **Industry Standards & Best Practices:** Accounting standards (IFRS, GAAP), information security standards (ISO 27001, NIST), quality standards (ISO 9001), and auditing standards.
- **Contractual Agreements:** Terms and conditions agreed upon with partners, suppliers, and clients.
- **Ethical & Professional Standards:** Codes of conduct and best practice principles in the sector.

This policy applies to all employees, contractors, consultants, and partners working on behalf of or interacting with third parties for RDHA.

### 3. Core Compliance Principles

Our compliance policy is based on the following principles:

- **Transparency:** Demonstrating openness in all compliance-related activities.
- **Accountability:** Clearly defining responsibilities to ensure adherence.
- **Reactiveness:** Anticipating and addressing new or changing compliance requirements in a timely manner.
- **Documentation:** Maintaining accurate and complete records of compliance activities.
- **Continuous Improvement:** Regularly reviewing and updating compliance processes to ensure effectiveness.

### 4. Roles and Responsibilities

Clear definition of roles and responsibilities is critical for an effective compliance program.

- ❖ **Board of Directors/Senior Management:** Oversees the compliance program, allocates necessary resources, and approves key compliance policies. Ensures compliance is integrated into the overall organizational strategy.
- ❖ **[Compliance Officer/Chief Compliance Officer/Finance Director]:** Responsible for developing, implementing, and maintaining the organization's compliance program. This includes identifying compliance requirements, developing procedures, overseeing monitoring, and reporting to senior management and the board.
- ❖ **Department Managers:** Responsible for understanding and implementing compliance requirements relevant to their operations, ensuring staff compliance, and reporting potential compliance issues.

- ❖ **All Employees:** Must understand and adhere to compliance policies and procedures, promptly reporting any violations or concerns to the **[Compliance Officer/their manager]**.

## 5. Key Compliance Policy Elements

### 5.1. Identifying Compliance Requirements

RDHA will establish a systematic process to identify all relevant third-party standards, including:

- a. **Regulatory & Legal Scans:** Continuous monitoring of changes in local and international laws.
- b. **Agreement Reviews:** Thorough analysis of donor agreements and partner contracts.
- c. **Industry Assessments:** Evaluating sector-specific standards and best practices.

### 5.2. Compliance & Gap Assessments

RDHA will assess adherence to identified standards and address gaps through:

- a. **Risk Assessments:** Analyzing risks linked to non-compliance.
- b. **Internal Audits:** Regular audits to evaluate compliance controls.
- c. **Benchmarking:** Comparing RDHA's practices with industry standards.

### 5.3. Implementing Compliance Controls

RDHA will develop and enforce necessary controls, including:

- a. **Policy & Procedure Development:** Updating internal policies to reflect compliance requirements.
- b. **Training & Awareness:** Educating employees on compliance responsibilities.
- c. **System Updates:** Modifying financial, operational, and IT systems to support compliance.

## 5.4. Monitoring & Reporting

RDHA will continuously monitor compliance effectiveness and report to senior management, including:

- a. **Ongoing Tracking:** Monitoring key compliance indicators.
- b. **Periodic Reporting:** Preparing compliance reports for internal and external stakeholders.
- c. **Third-Party Reviews:** Facilitating audits by donors and external auditors.

## 5.5. Responding to Non-Compliance

In cases of non-compliance, RDHA will take immediate corrective action, including:

- a. **Investigations:** Conducting thorough reviews of compliance breaches.
- b. **Corrective Measures:** Implementing action plans to address shortcomings.
- c. **Reporting:** Disclosing non-compliance and corrective actions to relevant parties.

## 6. Review & Continuous Improvement

This policy and related compliance plans will be reviewed annually (or when significant regulatory, operational, or partnership changes occur) by the **[Compliance Officer]** and **[Senior Management]** to ensure effectiveness in meeting RDHA's needs and evolving compliance landscapes.

**Non-compliance with this policy is taken seriously and may result in disciplinary action, up to termination, in accordance with RDHA's HR policies and applicable laws.**