Rasheed for Integrity and Transparency’s Code of Conduct

Article (1):

a. This document is named “The Code of Conduct” ad all the instructions detailed herein will hereby be effective as of the date of its approval by the Board of Directors.
b. The provisions of the Code of Conduct shall apply to the Executive Director and all employees, consultants, and experts contracted or appointed to a given project. Each of them shall abide by its provisions and sign the Declaration of commitment form to comply with these instructions. A copy of this undertaking shall be kept in a designated file at Rasheed’s office.

Article (2):

a. The aim of these instructions is to provide a base that governs and regulates the professional behavior of all those who are subject to these instructions, and aims to establish ethical standards, values, and professionalism to establish best practices and good governance.
b. These guidelines are based on transparency, professional integrity, impartiality, and efficiency.
c. Any violation of the provisions of these instructions requires accountability and the taking of disciplinary action and penalties in accordance with the already enforced legislation.

Article (3):

a. The Executive Director, employees, consultants, or contracted expert with Rashid must do the following:
   1. Perform the duties of their jobs and all the tasks entrusted to them with the intention of honesty, integrity, accuracy, professionalism, and impartiality.
   2. To be aware of the instructions that govern the work of Rasheed, as well as their own work without any excess, transgression, or negligence.
   3. Devote official work hours to the duties their occupation entails
   4. Always strive to improve their performance and keep up with the latest developments in their field of work.
   5. Refrain from any actions that violate proper conduct and etiquette.
   6. Respect the rights and interests of others without exception and treat them with respect, courtesy, and impartiality without discrimination on the basis of race, gender, religious or political beliefs, social status, age, physical shape, or any other part of identity.
   7. Deal with the personal documents and information of any individual with confidentiality and not use said information for personal ends.
   8. Notify their supervisor of any transgression, violation, or difficulties encountered in the workplace.
9. Deal with respect, honesty, and sincerity with their colleagues, maintaining friendly and healthy relations with them, without discrimination and ensuring respect for their privacy whilst refraining from exploiting any information pertaining to their private lives with the intention of abuse

Article (4):
It is upon the executive director to build and strengthen a culture of commitment among Rasheed through the following:

a. Directly supervising the implementation of activities and tasks through the holding of periodic meetings, the revision of submitted reports, and the continuous monitoring of work and progress.
b. Encouraging employees to ask any questions about integrity that they may have.
c. Developing the abilities of their subordinates by helping them and motivating them to improve their performance and accountability for their work, and evaluating their performance impartially
d. Respecting the rights of their subordinates and cooperating with them professionally without bias or favoritism

Article (5):

a. The Executive Director and employees shall not accept or request any gifts, generosities, or any other benefits of any kind that would have a direct or indirect effect on the objectivity in their work or that would affect their decision-making and would oblige them to comply with a choice they find to be undesirable.
b. Notwithstanding the provisions of section (a) of this article, gifts, generosities, or any other benefits are acceptable in the following cases:
   1. If they are of low value, such as low-costing promotional items and souvenirs that have little substantial monetary value.
   2. If they arise from events and activities related to the official functions of the Executive Director or employee.
   3. If it is within the accepted typical standards of respect, appreciation, hospitality, or etiquette and does not compromise the integrity of the employee involved.

Article (6):
The Executive Director and the employee must:

a. Refrain from carrying out any activity that would lead to a real or apparent conflict between their personal interests on the one hand and their professional responsibilities on the other.
b. Not use their job directly or indirectly for financial gain or provide nepotistic benefits to themselves or their family

Article (7):
Rasheed must:
a. Clearly define the functions and responsibility of the Executive Director and employees and what they are expected to achieve in their positions
b. Ensure good and safe working conditions and ensure that no discrimination takes place in the workplace.
c. Continuously provide the appropriate training opportunities to improve opportunities for career advancement according to the potential present.
d. Reserve the right for employees to appeal or complain against any wrong decision taken against them.

Article (8):
The Board of Directors shall make the decision in cases where no provision has been specified in these instructions.
Commitment Declaration Form

I pledge that I, ____________________________, have seen the “Code of Conduct at Rasheed” and have understood all its articles and provisions, and thereby have been made fully aware of the responsibilities, ethics, and duties entrusted to me and required of me. I also pledge to make all necessary effort to abide by all the articles in this document and to work hard and faithfully in my work.

Name: ________________________
Signature: ________________________
Date: _____________