



# **Code of Conduct**

## **Noor Al-Ma'rifa Association**

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## **Introduction:**

This Code includes principles and model rules for best practices and behaviors to be followed by the institution or its employees. The Code also seeks to achieve the institution's goals related to the values and principles of good governance, its objectives, and its role in achieving community development. In general, the Code emphasizes the application of good governance in its principles, enabling the institution to be aware of the principles of good governance and strive to be a role model. It also enhances oversight within the institution, thus protecting it from distortion and misinformation. The Noor Al-Ma'rifa Association's Code of Conduct was prepared in partnership with consultants, experts, technicians, and the association's work team to keep pace with developments in the association's work, due to its expanding and growing experience, on the one hand, and some changes in the environment surrounding the association's work, on the other. This was in addition to implementing the recommendations of the Report on the Status of Adherence to Codes of Conduct, prepared by the Coalition for Transparency and Integrity (AMAN) in January 2011. This required a review and development of the code. The code was approved by the association's Board of Directors in August 2023.

The code of conduct is defined as a normative and regulatory tool aimed at defining and unifying ethical and professional standards for the performance of members of the association's administrative body and executive staff. It specifies the rules of conduct and best practices that should be followed in carrying out their duties, whether in providing services to citizens, their relations with the public, their relations with partners, related institutions, and donors, or their interpersonal relationships. The code is based on the principle of voluntary, self-commitment to these standards, based on the values of transparency. Therefore, the Code contributes to unifying the desired professional and ethical behavior among all members of the Association, enhancing integrity and transparency, and enhancing performance, effectiveness, and productivity.

## **Objectives and Objectives of the Code:**

1. To promote the principles of good governance and their implementation within the organization.
2. Ethical rules and values for professional behaviors that govern relations between all stakeholders within the organization.
3. To develop national and Arab culture, a culture of human rights, non-discrimination in all its forms, tolerance, and acceptance of others.
4. Governing principles for ensuring intellectual property rights and related rights, and guarantees for the implementation of these principles.
5. To define the exemplary behaviors and actions that must be implemented in the work environment, both privately and externally.

6. To enhance the confidence of the public, citizens, and target groups in the organization, and increase respect and appreciation for its role in providing services in the best and most complete manner.
7. To familiarize citizens with the ideal values and exemplary behaviors that employees must demonstrate or embody.
8. Creating a safe and stimulating work environment that contributes to the organization's effectiveness and integrity.
9. Contributing to empowering youth in decision-making positions within community institutions.
10. Strengthening Palestinian identity.
11. Arabic is the primary language in all of the association's dealings, and translation into other languages may be required.

### **Noor Al-Ma'rifa Association for Supporting and Developing the Capacities of Palestinian Students:**

Noor Al-Ma'rifa Association is a charitable, civil, independent, non-profit organization founded in 2000 in the Gaza Strip in accordance with the Palestinian Charitable Associations and Institutions Law No. (1) of 2000. License No. (6082) is held. Its primary goal is to develop and build the capacities of Palestinian students from their early years through the completion of their academic studies by providing educational support services and comprehensive educational sponsorships. Noor Al-Ma'rifa Association targets all segments of society through its diverse programs, particularly those with learning difficulties. The association operates four main programs:

- 1. The Educational Program.**
- 2. The Health Program.**
- 3. The Relief and Development Program.**
- 4. The Women and Youth Program.**

### **Our Vision:**

To be an organization that has gained the trust of the community and is distinguished by its efficiency in achieving the goals and aspirations of its students, people with special needs, and the gifted, enabling them to become active members of society.

### **Our Mission:**

An independent, non-governmental organization that strives to make every effort to provide educational, social, relief, humanitarian, cultural, and development services in an effective manner, bringing about a qualitative shift in society and gaining its trust.

### **Our Goals:**

- Increase academic achievement and develop the educational, psychological, rehabilitative, and health capabilities of students with special needs, particularly those with learning difficulties, through the association's various facilities.
- Raise the living, social, and psychological standards of Palestinian families to reduce poverty by providing educational sponsorships, humanitarian aid, and development projects.
- Implement development projects in partnership with international and local support organizations.
- Highlight the talents and creativity of children and youth, developing and honing their energies.
- Enhance the skills of graduates and enhance their performance.
- Exchange visits and missions with relevant institutions to achieve the association's goals.

## **Chapter One**

### **Principles and Codes of Conduct for the Management of the Foundation**

#### Article 1: Commitment to Charters and Laws

The Foundation adheres to all Palestinian national laws, ensuring the rule of law in all aspects of the Foundation's operations, including:

- The Palestinian Declaration of Independence
- The Palestinian Basic Law
- The Palestinian Charitable Societies Law No. 1 of 2000 and all related instructions issued by the Council of Ministers, and the executive regulations issued to implement the provisions of the Associations Law issued in 2003
- The Rights of Persons with Disabilities Law No. 4 of 1999

The Foundation also adheres to international human rights principles and conventions, particularly:

- The Universal Declaration of Human Rights
- The International Covenant on Civil and Political Rights
- The International Covenant on Economic, Social and Cultural Rights
- The Convention Relating to the Status of Refugees
- The Convention on the Rights of the Child
- Convention on the Elimination of All Forms of Discrimination against Women
- International Covenant on the Rights of Persons with Disabilities

#### **Article 2: Independence**

The Foundation shall maintain its independence in decision-making, free from direct and indirect government interference.

The Foundation shall not be affiliated with or biased toward any political party, movement, institution, political entity, regional, sectarian, familial, or regional group in carrying out its activities, implementing its programs, or in making its decisions. The Foundation shall avoid receiving funding from any local, regional, or international entity that would negatively impact its independence and prevent it from achieving the purposes of this Code, its vision, and its objectives.

The Foundation strives for financial independence by relying primarily on raising funds from its own resources, secondarily from local sources, and finally from regional and international sources.

The Foundation shall be committed to implementing the principle of the distribution of administrative powers and the principle of decentralization in its organization and management of projects and programs, which prevents the achievement of dominance, exclusivity, and authoritarianism.

### **Article 3: Democracy**

The Foundation is committed to periodic, secret, free, and fair elections for its higher administrative bodies.

The Foundation shall implement elections in accordance with the law and an electoral system that achieves electoral justice and enhances the participation of youth and women by a minimum of 50%. This system shall include the necessary measures and procedures to ensure integrity, transparency, freedom, secrecy, regularity, and the independence and impartiality of the committees supervising all electoral processes.

The Foundation's laws, regulations, and bylaws shall include mechanisms, measures, and procedures that enable broad participation in decision-making and decision-making in accordance with diverse majority principles. Membership shall be expanded and membership shall be encouraged.

Work to involve the beneficiaries and target groups of the Foundation's activities, as well as partner institutions and the local community, in identifying needs and priorities, in decision-making, and in evaluation.

### **Article 4: Financial and Administrative Transparency**

To provide clear information on all the institution's activities, including decisions, policies, and regulations, and to ensure easy and free access to them by all persons, the following indicators and standards must be adhered to:

1. The existence of a written and legitimate financial and accounting system and administrative system in accordance with international and national standards, including the following:

- Adoption of the accrual accounting principle.
- Adoption of the double-entry principle in registration.
- Maintaining accounting books and financial documents (receipt and disbursement vouchers, checks, journal entries, ledgers, etc.) and adopting a computerized financial program.
- Final accounts reports in accordance with international standards.
- External auditing in accordance with the law and principles of integrity and science.
- Effective internal control.
- Professionalism in managing accounts and funds.
- A clear organizational structure with clear responsibilities and authorities.

- Fair and transparent recruitment and appointment procedures, including those related to employee rights, follow the principle of segregation of duties.

## **2. Procurement Management:**

- Compliance with the principle of competing with multiple competitors and the largest number of suppliers, with selection based on quality and price.
- Adherence to the principle of non-conflict of interest.
- Complete clarity in requests for proposals or tenders, both qualitatively and quantitatively.
- Precisely defining procedures, forming committees, and documentation in accordance with Sharia principles, efficiency, and segregation of duties.
- Avoiding suspicion, whether by accepting gifts or gratuities directly from suppliers or Indirect.
- Documenting procedures, documents, and minutes according to the rules.

### **3. Revenue and Grants**

- Adhering to the principle of legality for any revenue or grant in accordance with national law and the Foundation's regulations.
- Maintaining separate accounts for each grant or project that generates permanent or semi-permanent revenue.
- Taking measures and procedures to prevent duplication of expenditures.

## **4. Financial Reports**

- Recording all financial reports according to the relevant authority.
- Continuous review of financial reports by the Financial and Administrative Director, the Board of Directors, and partner entities.
- Preparing financial reports in accordance with international and local standards.
- Periodicity of reports
- Including the balance sheet and income statement.
- Special financial reports for grants and projects and their requirements.
- Publishing financial reports
- Preserving written reports and copies thereof within professional storage and archiving conditions.

## **5. Internal and External Auditing and Review**

- Selecting the external auditor in accordance with national law, the Foundation's regulations, and the profession.
- Approving the auditor's comments in the process of reforming the financial, administrative, and accounting systems.
- Submit reports to the Board of Directors for approval.

- Internal oversight must be addressed and incorporated into the system itself, such as the implementation of the principle of separation of duties and the principle of non-conflict of interest, etc.
- The Board of Directors must assume its role by forming an internal oversight department that undertakes ongoing oversight and submits periodic and emergency reports to the Board of Directors.
- Effective oversight.
- Carefully select employees based on professionalism, job descriptions, integrity, and ethics.

#### 6. Budget Preparation

- Preparation in accordance with the strategic plan and proposed projects.
- Allocating the necessary financial, material, and human resources in accordance with the principle of rationalizing expenditures.
- Continuous evaluation.
- Documentation.

#### Article 5 Accountability

#### **To achieve accountability, the organization must:**

- Codify all of the organization's activities, procedures, projects, and organizational structures in written regulations, bylaws, projects, reports, and decisions in accordance with the bylaws, national law, and the principles of good governance.
- Document all decisions and reports.
- Conduct ongoing and regular evaluations, involving all employees and partners.
- Obtain ongoing evaluations from beneficiaries and the public at large.
- Conduct periodic elections.
- Publication.
- Receive, seriously address, and resolve complaints.
- Establish a structure that includes accountability at various administrative levels.
- Establish regular reporting procedures for various bodies to higher-level management.
- Regular meetings of various bodies: the administration, the general assembly, and specialized committees.
- Enhance communication with employees, including periodic and non-periodic, formal and informal, staff meetings, and a suggestions and complaints box.
- Developing communication methods with beneficiaries: meetings, evaluation forms, standing committees.
- Preparing periodic financial and administrative reports for relevant or relevant government agencies.
- Evaluating programs, projects, and plans.

#### **Article 6: Freedom of Access to Information**

To ensure the implementation of this principle, the Foundation is committed to the following:

- Facilitating access to information through all media outlets.
- Appropriate publication dates.
- Information and reports.
- Information must include a minimum.
- Rules and regulations.
- Foundation publications and releases.
- Foundation plans and projects.
- Activities.
- Recruitment.
- Reports.
- Professionally managing, preserving, and securing information.

### **Article 7: Information Management**

Regarding the processes and procedures related to documentation, information preservation, use, security, modification, or destruction, and freedom of access, the Foundation is committed to the following:

#### **1. Documentation**

##### **Documentation must:**

- Documentation must be in accordance with sound professional and administrative principles.
- Minutes are prepared for all periodic and non-periodic meetings of all administrative bodies within the organization.
- All organization publications and outputs, including decisions, projects, plans, programs, reports, records, correspondence, contracts, written, visual, or audio publications, and everything related to the organization are documented.

#### **2. File Storage**

- Files must be stored in accordance with sound professional and administrative archiving practices and in a secure manner.

#### **3. Optimal Use of Documented Confidential Information**

This refers to all documents related to employees, staff, beneficiaries, or clients, provided that they include the following:

- Respect for the principle of privacy.
- Preventing the unlawful or unethical use of such information.
- These files must be stored in accordance with professional standards, allowing only relevant stakeholders to access them.

#### **4. Maintaining Information Security**

- The organization is committed to taking all security measures and procedures and providing all necessary resources to store and preserve files, documents, and publications in a professional and secure manner.
- The organization is committed to training employees to manage these documents in a manner that ensures their security. The institution is committed to including in its penalty system deterrent penalties for those convicted of failing to maintain information security or neglecting to properly store it.

### **Article 8: Effectiveness and Efficiency**

For the organization to achieve its vision, mission, values, goals, and the objectives of this Code, it must provide and achieve the following:

- A clear vision, mission, and goals of the organization.
- Membership is written, open, and commensurate with the nature and needs of the organization.
- A strategy that responds to the goals and needs.
- The legitimacy of the organization's documents and regulations.
- The organization's financial and administrative systems and bylaws are written.
- Members are familiar with and knowledgeable about the systems.
- An organizational structure with distributed powers and responsibilities.
- The organization's staff are professional, competent, trustworthy, and committed.
- An executive body with the necessary powers and authorities.
- Planning is conducted on a professional, democratic, and participatory basis.
- Fundraising strategies, particularly internal and local.
- A monitoring and evaluation system.
- Networking and cooperation policies.
- Programs to develop the capabilities of employees and members.
- A sustainability information management system.
- Adaptability and flexibility.

### **Article 9: Preventing Conflicts of Interest**

- Not exploiting the organization's organizational position or influence within it to achieve direct or indirect financial gains and benefits, whether personal, family, political, or for other related institutions.
- Board members may not perform paid work for the organization, whether permanent or temporary.
- Not using the organization's tangible or intangible properties, assets, or assets to achieve personal, family, or partisan benefits, or for the benefit of institutions related to the individual.
- Refraining from obtaining any supplies of goods or services for the organization from first- or second-degree relatives of board members, managers, or purchasing committees, or by marriage, except under very restrictive and exceptional conditions, justified before the competent authorities, and with high transparency.
- Not using the principle of mutual benefits with public, civil, or private institutions or natural persons for the purpose of achieving personal, family, or partisan gains.
- Prohibiting dual membership in the Board of Directors or supervisory and oversight positions.
- Prohibiting the employment of first- and second-degree relatives or affinities of Board members or employees within the same institution.
- Refraining from accepting any gifts, privileges, or direct or indirect benefits, whether for performing, refraining from, or obstructing work, in exchange for achieving personal, family, or partisan interests. If convicted of bribery, in accordance with the procedures and conditions of a fair trial, the individual will be dismissed from their duties or job.
- All members of the institution, at all levels and administrative and employee positions, must complete a marital status and relationship declaration form.

To express the aforementioned principles, all members of the institution's Board of Directors must sign the Non-Conflict of Interest Document (Appendix No. 1).

#### **Article 10: Integrity**

The organization is committed to adhering to the values of honesty, integrity, and sincerity in its work, and to working diligently and professionally to implement these values in its internal and external environment through:

- The existence of written financial and administrative systems and regulations approved in accordance with sound legal and administrative procedures.
- Any work or activity must be conducted in accordance with the law and regulations and with a high degree of transparency, especially with regard to job appointments, employee rights, equality, and equal opportunities.

- Commitment to the principle of equality, equal opportunity, and non-discrimination of any kind, whether based on gender, religion, color, origin, political affiliation, social class, region, or any other type of discrimination, except within the framework of protecting marginalized and vulnerable groups or marginalized and poor communities, in accordance with the principle of positive discrimination.
- Raising the awareness of the Foundation's employees regarding the Foundation's laws, regulations, strategies, and policies, promoting a culture of human rights, citizenship, and civic concepts, and equipping them with the skills necessary to perform their duties and tasks efficiently and effectively.
- Commitment to increasing production efficiency and developing the quality of cultural and artistic products and services provided to the public.
- Preserving the Foundation's reputation, confidentiality, and quality.
- Including provisions in the Foundation's law criminalizing any actions, omissions, or disruptions, and specifying deterrent penalties for such actions in accordance with the principle of proportionality and criminal and administrative justice. In addition, the Foundation's law should adopt policies, create the conditions, and provide the necessary resources to implement these measures.

#### **Article 11: Commitment to Development Priorities**

- Commitment to implementing activities consistent with Palestinian development priorities, so that they are aligned with the Foundation's strategic plan.
- Rejecting any politically conditional funding (which would distort the development process and undermine the legitimacy of the Palestinian national struggle).
- Commitment to participating in the process of national liberation, establishing the state, and achieving return in accordance with international law and resolutions. It must refrain from engaging in any activities aimed at normalizing relations with the occupier at any level, especially at the political, security, cultural, or developmental levels, or activities that would undermine the rights of the Palestinian people.
- Commitment to participating in various national construction processes across all sectors.
- The Foundation must develop a scientific strategy consistent with its commitments to the liberation and national construction processes on the one hand, and the Foundation's vision, mission, and objectives, as well as the purposes and principles of this Code, on the other.

#### **Article 12: Participation, Networking, and Cooperation** **The Foundation is committed to the following:**

- Developing policies, plans, and programs to achieve participation, networking, and cooperation, particularly with institutions operating in the cultural sector and other community institutions, to achieve shared visions and values.
- Encouraging formal and informal communication between the institution's employees and between the institution and all other institutions, particularly cultural institutions, to provide high-quality cultural and artistic products and services that respond to the public's needs and desires and promote national and humanitarian values.
- Achieving the greatest possible participation with target groups by identifying needs and priorities, making decisions, formulating plans, projects, and programs, and implementing, monitoring, and evaluating them.
- Working to create or develop joint projects, networks, and coalitions, in accordance with strategies of horizontal and vertical integration, shared values, visions, and goals, to achieve the public interest, optimally utilizing material, financial, and human resources, avoiding wasted resources and efforts, and achieving the highest possible social profitability.

**Article 13: Dispute Resolution Principle**

The Foundation is committed to resolving disputes within the Foundation, between the Foundation and other institutions, or with legal persons according to the following strategies and methods:

- Negotiation
- Mediation
- Arbitration
- Litigation
- Include in all contracts or memoranda of understanding a reference to resolving such disputes using the methods mentioned above.
- Empowering members of the Board of Directors and managers in particular to manage disputes according to the methods mentioned above.
- The Foundation must encourage and support any activities or committee formations that contribute to the effective implementation of this principle with high professional competence.

**Chapter Two**

## Model Code of Conduct for Employees and Workers in Community-Based Institutions

Article 14: This Code is based on the basic principles of "ethical duties" for employee conduct during the performance of their duties.

- **Rule of Law:** Submission to legal rules governing work in accordance with laws, regulations, bylaws, and instructions issued pursuant thereto, and the application of judicial rulings without delay or delay.
- **Neutrality, Objectivity, and Freedom:** Carrying out all assigned work and actions without discrimination based on religion, gender, color, political or intellectual affiliation, region, family, class, social origin, or any other type of discrimination, and in a manner that reflects conscience, national, humanitarian, and professional responsibility with complete freedom.
- **Integrity:** Performing all work and actions with honesty and sincerity, combating all forms of corruption, prioritizing the public interest over personal gain, and striving to achieve the interests, meet the needs, and fulfill the aspirations of the public, citizens, and target groups according to optimal quantitative and qualitative standards.
- **Creativity and Excellence:** Cultural and artistic work is a creative endeavor, and the duties assigned to employees and workers require diligence, perseverance, teamwork, and initiative to produce high-quality cultural and artistic services and products.
- **Rational Resource Management:** Using the institution's available financial, material, human, and information resources to the maximum extent possible to provide high-quality services and products. Using these resources responsibly, economically, and to preserve them, and not using them for personal, family, or partisan purposes, or for any party outside the scope of the law.

### **Article 15: Employee Duties and Responsibilities**

#### **A- The employee must:**

- Perform the assigned duties and responsibilities faithfully, honestly, and competently, or any assignments during or outside of official working hours and on official holidays.
- Strictly adhere to the scheduled work hours and devote working time to performing duties to the best of their ability.
- Implement the orders and instructions issued by the competent authorities faithfully and honestly, observing the job hierarchy in accordance with the law and the institution's rules and regulations.

- Comply with the laws, regulations, and instructions related to their work, refraining from violating, delaying, or disrupting them, and adhering to the values of integrity.
- Combat all forms of corruption, negligence, negligence, and manipulation, as well as any errors or behaviors that harm the institution, others, or its workflow, or that violate laws and regulations, or violate orders and instructions. This requires prompt reporting to the competent authorities.
- Maintain business confidentiality throughout their service with the institution or after the end of their service.
- Preserving the institution's tangible and intangible properties, assets, and resources, and using them efficiently, economically, and wisely for the sole benefit of the business.
- Immediately reporting any error, violation, misdemeanor, or felony to the competent authorities.
- Working to develop and enhance one's knowledge, skills, attitudes, and academic and practical competence to perform one's work with the utmost effectiveness and efficiency.
- Strive diligently, earnestly, and diligently to enhance the interests, reputation, and positive impressions of the institution, and to avoid appearing in any manner or engaging in any disgraceful behavior that would negatively impact or harm its reputation.
- Working to spread the culture of human rights, democracy, peace, tolerance, acceptance of others, rationality, science, civil and humanitarian concepts in general, and the principles of good governance, using all forms, arts, methods, and techniques of dissemination, whether during job assignments, through individual volunteer initiatives, or through actual practice within the family, workplace, or any other environment.
- Encouraging, developing, and nurturing talents, creativity, and initiatives, consistent with the Foundation's vision and mission, national law, and the International Bill of Human Rights.
- Contributing effectively to all activities, events, and advocacy campaigns that contribute to changing discriminatory laws, policies, or a backward culture that contributes to violating the rights of citizens, especially women and people with disabilities, ultimately promoting rights, freedoms, dignity, and lofty human principles.

## **B- Employees are prohibited from doing the following:**

- Exploiting their position, powers, and influence within the organization to achieve personal, family, partisan, regional, or other interests outside the organization's interests and the scope of the law.
- Accepting private gifts, gratuities, or grants from any party or person with an interest in the organization, which conflicts with the principles of integrity and transparency.

C- Employees are prohibited from doing any of the following without official approval:

- Personally retaining any of the organization's documents or a copy thereof, or disclosing them to anyone outside the organization.
- Borrowing or using the organization's name or legal status to guarantee themselves or others, whether from banks, lending institutions, or individuals.
- Performing any paid or unpaid work related to similar activities of a private nature for the organization or for other individuals, during or after official working hours.
- Transferring or changing the custody or location of assets and holdings within or outside the organization.
- Using any information or data obtained through his work, as well as any publications or cultural and artistic products produced by him or others under his job or under the auspices of the Foundation.
- Being a party to any of the Foundation's transactions.
- Spreading a culture of discrimination, hatred, violence, and sorcery, justifying corruption in all its forms and manifestations and sources, and tyranny, oppression, and the suppression of human rights and dignity.

## **Article 16: Dealing with Superiors**

- Adhere to the professional hierarchy. They must respect their superiors and implement orders and instructions issued to them with honesty, sincerity, and effectiveness, provided they do not conflict with applicable laws, regulations, and bylaws, especially if they constitute a violation, misdemeanor, or felony. They must submit a written objection, justifying their refusal, and must submit their objection in accordance with the hierarchy established by law or the competent authority. In all cases, they must not be bound by the implementation of the order.
- Treat their superiors with respect and appreciation, and utilize all their capabilities and abilities to serve their work with complete honesty and responsibility.
- Refrain from using all forms of flattery, deception, and corruption, especially bribery and favoritism, to obtain preferential employment benefits and privileges for themselves or others.
- Not conceal, fragment, diminish, distort, or provide false information to superiors for the purpose of confusing, thwarting, slowing down, delaying, obstructing, or refraining from performing proper work and actions.

- Notify superiors in writing of any behavior that violates laws, regulations, instructions, and orders, or any errors, transgressions, negligence, manipulation, shortcomings, or laxity that harms the workflow or reputation of the institution, whether committed by or within subordinates.

### **Article 17: Dealing with Colleagues**

- Act with a team spirit and values of cooperation and integration in all activities and work of the institution.
- Respect, equality, non-discrimination, acceptance of their intellectual and ideological orientations, respect for their customs, traditions, culture, and privacy, and fostering the spirit of camaraderie, comradeship, and brotherhood.
- Combat all forms of gossip, defamation, slander, cliques, factions, and servility.
- Refrain from any immoral behavior that violates public morals, especially sexual harassment in all its forms and the use of drugs and alcohol.

### **Article 18: Dealing with Subordinates**

- Develop the knowledge, skills, and attitudes of subordinates through training, education, and the transfer of personal experiences with honesty, sincerity, and transparency.
- Be a good example and role model for them.
- Use material and moral motivational methods with them, and work with them in a team spirit and democratically.
- Work according to the principle of job fairness, without favoritism or discrimination, with all subordinates, and respect their dignity and professional and personal honor.
- Communicate with subordinates formally in writing, clearly, specifically, and practically.

### **Article 19: Dealing with External Parties**

- Do not discriminate between all external parties, respect them, and deal with them on the basis of equality, equal opportunity, neutrality, and impartiality.
- Adherence to applicable laws and regulations, orders, directives, and instructions approved legitimately and in accordance with sound procedural principles, and based on the supreme national interests and the national development plan.
- Acting in accordance with the principles of confidentiality and respect for privacy, particularly with regard to documents, information, or transactions related to individuals, and not exploiting such information in a harmful or personal manner.
- Enhancing the confidence of external parties in the institution in particular and the cultural sector in general.
- Providing cultural and artistic services and products in accordance with quality standards and international intellectual property protection laws, at free or low-cost prices, and completing transactions with the required speed and accuracy, within the limits of jurisdiction.

- Not disclosing or announcing any offers except in accordance with the law and in accordance with sound administrative procedures.
- Combating all forms of corruption, whether direct or indirect, and immediately reporting any such corruption to the president, the person directly responsible, or the competent authority.

### **Article 20: Avoiding Conflicts of Interest**

- Refrain from combining their job with any other work that conflicts with their duties within the organization, whether during or after official working hours.
- Avoid exploiting their position to achieve personal, family, or partisan interests, whether directly or indirectly, during or after performing their duties.
- Avoid using information or documents obtained during or after performing their duties for personal gain, while maintaining strict confidentiality regarding such information.
- Avoid accepting gifts, privileges, services, or benefits from persons who contract, are in the process of contracting, or have contracted with the organization regarding the supply of services or goods.
- Avoid dealing with for-profit institutions owned by a first- or second-degree relative or by marriage, unless the product or service is not available in the market except with the employee, and subject to high transparency and a clear and justified decision from the organization's Board of Directors.
- Avoid employing any of the employee's first-degree relatives.
- Not to borrow, guarantee, collect donations, solicit funds, address donors, or make contributions on behalf of the Foundation except with the written approval of the Board of Directors.
- Not to conclude any contracts, agreements, or memoranda of understanding except pursuant to a written administrative order issued by the Board of Directors and under its supervision.
- Avoid establishing social relationships with suppliers of services or goods to the Foundation, especially if these supplies are related to a decision by the Board of Directors.
- Not to run for general or municipal elections or for civil or private institutions except with the knowledge and awareness of the Board of Directors.
- To commit to working to eliminate any conflict of interest in the event of a conflict of interest.
- To disclose to the Foundation, to the extent required by their position in accordance with the law and regulations, their private, commercial, or financial activities that may create a potential conflict of interest, and to inform the Foundation of any transactions conducted by the Foundation that may involve a potential conflict of interest.
- Full disclosure and notification of all information in his possession to the competent authority within the institution regarding any transactions or actions he undertakes with parties inside or partially outside the institution, without withholding, distorting, or misrepresenting this information.

To express the aforementioned principles, all employees of the institution shall sign the Non-Conflict of Interest Document (Appendix No. 2).

### **Article 21: Special Provisions Regarding Handling the Foundation's Assets and Assets**

- Maintain the Foundation's funds, assets, and assets with integrity, prudence, economy, and efficiency, and report to the immediate supervisor any actions, whether by action, omission, disruption, or waste, that negatively impact the asset or its misuse without justification or legal authorization, whether by the individual or others.
- Do not use the Foundation's assets and properties to achieve direct or indirect personal interests or for entertainment purposes, or in a manner that violates the law or public morals.
- Take all necessary measures and procedures to maintain, store, and preserve assets and assets in accordance with sound professional, scientific, and administrative principles.
- Adhere to the terms and requirements of intellectual property rights for all scientific, cultural, and artistic products and other products that fall within the scope of protection, and comply with the terms of their licensing in accordance with the rules.

### **Article 22: Confidentiality, Professionalism, Security, and Protection of Information and Documents**

- Exchange and access information in accordance with the principles of knowledge, as needed, legitimacy, and jurisdiction.
- Taking all necessary scientific, professional, and administrative measures and procedures to ensure their preservation and confidentiality.
- Verifying and thoroughly examining all data and information received by the institution to verify their legality and credibility.
- Performing printing, archiving, and storage operations in accordance with professional and administrative rules and information and document security requirements.
- Not releasing any information or documents without official and legal permission.
- Not destroying any documents or information until after the expiration of their retention period in accordance with applicable law and sound administrative procedures.
- Combating gossip and noisy behavior, permitting the use or access of information and documents, and adopting the principle of trust and jurisdiction.

**Article 23: Employee Rights of the Institution:**

- The institution's commitment to the laws regulating employee rights, the right to unionize, and all agreements signed with unions related to employees in civil society institutions.

- The administrative system must clearly and specifically include employee rights and duties.

This system must not conflict with sound administrative principles, legal equality, and non-discrimination.

- Provide a safe work environment, prohibit all forms of sexual harassment, drugs and alcohol, adhere to occupational safety requirements, and ensure that employees are not subject to any form of physical or mental harm.

- Ensure job security and ensure conditions of justice and fairness.

- Provide ongoing training appropriate to the employee's needs and job duties.

- Provide a democratic work environment that guarantees employees freedom of expression and participation in decision-making, and protects them from any abuse within the organization.

- Provide a work environment that upholds the principles of integrity, transparency, accountability, fairness, justice, non-discrimination, equal opportunity, competitiveness, cooperation, and teamwork.

- Educate all employees about the provisions and rules of the Code of Conduct, laws, regulations, and the organization's strategy and programs.

**Compliance with the Code:**

, the employee, ....., acknowledge that I have reviewed this Code and understood and comprehended its contents. I fully comply with all of its provisions, and I hold myself accountable if I violate its provisions. I hereby sign.

Signature: ..... Date: .....

## **Non-Conflict of Interest Document**

### **Noor Al Ma'rifa Association Board of Directors**

#### Principle of Preventing Conflict of Interest:

A conflict of interest arises when a person or group of people holds a position of power, responsibility, or authority within the organization that would allow them to exploit this position for personal gain, the benefit of their family, clan, friends, party, or other organizations with which they have a relationship. To prevent this, the Board of Directors must ensure strict procedures are in place. They and their employees must also adhere to a policy of complete transparency and integrity in all cases.

All Board members must disclose all financial or personal interests when discussing any relevant matter. Each member must also disclose the nature of these interests and withdraw from any decision-making process in this regard, unless there is a special exception enabling them to participate in the decision-making process after disclosing the nature of these interests to the committee.

The Chairman and members of the Board of Directors must abide by Charitable Societies Law No. 1 of 2000 and all related laws. Law No. (1) of 2000 established a set of controls on the Board of Directors. For example, it prohibits Board members from combining membership on the Board of Directors with paid work for the Foundation (Article 20). It also prohibits the presence of members on the Board of Directors who are related to each other within the first and second degrees (Article 16). Based on the foregoing, I, the undersigned Chairman or member of the Board of Directors, hereby commit to:

1. It is prohibited to acquire any service privileges as a result of my membership on the Board of Directors, including paid research, training, and consulting.
2. It is prohibited for the Chairman and members of the Board of Directors to receive any money, directly or indirectly, from the Foundation.
3. It is prohibited to combine membership in the General Assembly, the Board of Trustees with working for the Foundation as General Director. Furthermore, this membership must be restricted to employees of the Foundation, so that they may not participate in electing the Board of Directors or voting on any decisions that affect their interests, such as salaries, benefits, or the like.
4. Preventing any member of the Board of Directors who is related to the General Manager by first or second degrees or by marriage from holding supervisory or oversight positions.
5. Preventing first or second degree relatives or by marriage from holding supervisory or oversight positions. This includes the General Manager, the Financial Director, and supervisory positions. It is also prohibited for any director to be a manager of, or under the management of, a first or second degree relative or in-law, or a partner in a private business.
6. Prohibiting the exchange of supervisory positions between different institutions in cases where a conflict of interest is likely.

7. The Chairman and members of the Board of Directors shall refrain from accepting any gift valued at more than \$30 in exchange for their services and role in the Association.

8. Members of the Board of Directors' Purchasing Committees shall refrain from purchasing any goods/procurements or services from persons who are related to the General Manager or by marriage to members of the Purchasing Committee.

9. All board members who are members of procurement committees must notify the committee if any of the applicants is related to the first or second degree, or by marriage, or to the member's spouse. They must leave the meeting and refrain from participating in the decision-making process, and this must be documented in the minutes.

10. All board members who are members of recruitment committees must notify the committee if any of the applicants is related to the first or second degree, or by marriage, or to the member's spouse. They must leave the meeting and refrain from participating in the decision-making process, and this must be documented in the minutes.

11. Failure by a committee member to disclose their kinship or marriage relationship with any of the applicants or suppliers is considered a serious violation of the institution's work. The institution must take appropriate action against the committee member.

12. To ensure that all Board members are fully aware of these policies, the Chairman and all Board members are required to sign this document after reading and approving it after each new election cycle.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Non-Conflict of Interest Policy**

### **Noor Al-Ma'rifa Association Employees**

Principle of Preventing Conflict of Interest:

A conflict of interest arises when a person or group of people holds a position of power, responsibility, or authority within an organization that would allow them to exploit this position for personal gain, or for the benefit of their family, clan, friends, party, or other organizations with which they have a relationship. To prevent this, the organization must ensure strict procedures are in place, and employees must adhere to a policy of complete transparency and integrity in all cases.

All employees working for the organization must disclose all financial or personal interests when discussing any relevant matter. Each employee must also disclose the nature of these interests and withdraw from any decision-making process in this regard, unless there is a special exception enabling them to participate in the decision-making process after disclosing the nature of these interests to the committee.

All employees of the Foundation must adhere to Charitable Societies Law No. 1 of 2000 and all applicable laws in order to achieve an advanced level of integrity and transparency in civic work. The Charitable Societies Law sets controls on the Board of Directors, for example, prohibiting Board members from combining membership in the Board of Directors with paid work for the Foundation (Article 20). It also prohibits the presence of members on the Board of Directors who are related to each other within the first and second degrees (Article 16). Based on the above, I, the undersigned, an employee of the Foundation, commit to:

1. It is prohibited to acquire any service benefits as a result of membership in the Board of Directors, including paid research, training, and consulting.
2. It is prohibited for the Chairman and members of the Board of Directors to receive any money, directly or indirectly, from the Foundation.
3. It is prohibited to combine membership in the General Assembly, the Board of Trustees with working for the Foundation as General Director. This membership must also be restricted to employees of the institution, preventing them from participating in the election of the Board of Directors or voting on any decisions that affect their interests, such as salaries, benefits, or the like.
4. Preventing any member of the Board of Directors who is related to the General Manager within the first or second degrees or by marriage from holding a position on the Board of Directors.
5. Preventing first- or second-degree relatives or by marriage from holding supervisory or oversight positions. This includes the General Manager, the Financial Director, and supervisory positions. It is also prohibited for a director to be a manager of, or under the management of, a first- or second-degree relative or in-law, or a partner in a private business.

6. Prohibiting the exchange of supervisory positions between different institutions in cases where a conflict of interest is likely.

7. Preventing employees working in the institution who are related within the first or second degrees or who are spouses. If they were employees of the organization before marriage, they must rectify the situation within one year from the date of marriage.

8. The chairman, members of the board of directors, and employees must refrain from accepting any gift exceeding \$30 in exchange for their services and role in the association.

9. Members of the organization's purchasing committees must refrain from purchasing any goods, purchases, or services from persons who are first- or second-degree relatives or marital relations with members of the purchasing committee.

10. All employees who are members of the purchasing committees must notify the committee if any of the bidders are related to them by first or second degrees, marital relations, or the spouse of the member. They must leave the meeting and refrain from participating in decision-making, and this must be documented in the minutes.

11. All employees who are members of the purchasing committees must refrain from purchasing any Israeli goods or products if a suitable alternative is available.

12. All employees who are members of recruitment committees must notify the committee if any of the applicants for the position are related to each other by first or second degree kinship, marriage, or the member's spouse. They must withdraw from the meeting and refrain from participating in the decision-making process, and this must be documented in the minutes.

13. It is not permissible to select an auditor for the association if they, or one of their employees, are members of the general assembly (except for professional associations specializing in auditing or review), or if they are an employee of the association, whether the position is paid full-time, part-time, or remunerated, or if they are owners or partners in other companies that supply the association. The auditor must be required to provide written confirmation that they have not violated the provisions of this clause when submitting their quotation.

14. Failure by a committee member to disclose their kinship or marriage relationship with any of the applicants or suppliers constitutes a serious breach of the organization's business ethics. The organization must take appropriate action against the committee member.

15. To ensure that all members of the Board of Directors and all employees are fully aware of these policies, the Chairman, members of the Board of Directors, and all employees are required to sign this document after reading and agreeing to it.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_