

Alsawaid Alkhadara Organization -AAO



Individual code of conduct

Alsawaid Alkhadara Organization (AAO) expects from its employees' good behavior and respect for human rights and international humanitarian law as a general practice associated with impartiality and non-discrimination. As an individual who works for the Alsawaid Alkhadara Organization, you are its representative. Your behavior is reflected in the way the organization is accepted. Therefore, your behavior and opinion may be interpreted as the view of Alsawaid Alkhadara Organization, so it is necessary to follow this code of conduct:

Alsawaid Alkhadara employees must behave in a manner that reflects the following:

- Solidarity with the population in danger in the same humanitarian sense of the word
- Respect the target population and the host community in general
- The spirit of equality and mutual respect between them and their counterparts in the organization.

This applies Alsawaid Alkhadara employees during and outside working hours and inside and outside the work site boundaries:

- Show respect for the opinions (ideas), knowledge, ways of life, religions, beliefs and behavior of beneficiaries and employees.
- Strictly adhere to political, religious and ethnic neutrality at all times when the employee is on a mission and enforced by local and national laws as well as humanitarian law (unless it conflicts with my principles of Alsawaid Alkhadara humanity)
- Practice, behavior, and foolish opinion must be consistent with the mission, the goal, and the spirit of the Alsawaid Alkhadara organization.
- The employee must be diligent to realize and understand the requirements of his work, even in the unintended things in his behavior, words and actions so as not to result in unacceptable consequences.

Some legal restrictions that must be respected:

- It is strictly prohibited and in any circumstances to accept or provide material incentives from any party during the contracting period

- Not using Alsawaid Alkhadara logo, cards, and stickers. Any item bearing the Alsawaid Alkhadara logo is used only for Alsawaid Alkhadara Lending.
- Outside the framework of work or security necessity, all employees should minimize showing the identity of Alsawaid Alkhadara Organization.
- Alsawaid Alkhadara Organization requires all of its employees to use its property and premises responsibly. Any use that contradicts its credibility is unacceptable.

In addition to the legal restrictions and individual behavior of Alsawaid Alkhadara employees:

- No to exploitation, especially physical and sexual, in any form
- No to physical abuse and basic human rights
- No to not respecting the customs and traditions of the host country
- No to the use of prohibited drugs and narcotics

Alsawaid Alkhadara does not accept the flexibility of host country laws as an excuse for misconduct by foreign employees, if any.

Alarm whistle:

All employees of Alsawaid Alkhadara have the right to express their voice to the highest authority if this code is violated, this authority may be in the place of the board of directors or in the presidency of the organization, the general manager. And people are not blamed for that.

By signing this document, I acknowledge that I have read and understood the meanings, purposes and consequences of my/her behavior as requested by Alsawaid Alkhadara Organization.

Name: _____

Job/ post title: _____

Place of work: _____

Signature: _____

Date: _____

Accreditation of personnel affairs officer

Name: _____

Signature: _____