

Code of Conduct

Tamdeen Youth Foundation (TYF)

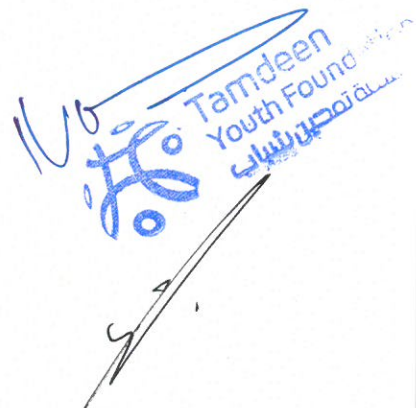
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Tamdeen
Youth Foundation
مؤسسة تمدين شباب



Table of Contents	
Introduction	3
Code of Morals	3
1. The General Principles	3
1. Justice and Equality	3
2. Respect Everyone	3
3. Personal and Professional Responsibility	3
2. Code of Conduct	4
Code of Conduct affirms	4
The objectives of Code of Conduct	4
Information Confidentiality	6
3 Personal and Professional Responsibilities	6
3.1 Fraud and Corruption	6
3.2 Ethics of Conducting the Field Studies	7
3.3 Usage of TYF Resources and Equipment	7
3.4 Information Technology	7
3.5 Risk Management	7
3.6 Conflicts of Interest	7
4 The behavior when conducting needs assessments	8
5 Professional and Personal Relationships	8
6 Procurement	8
7 Gifts and Benefits	9
8 Hosting	9
9 Public Statements	9
10 Professional Development	9


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Introduction

Code of Conduct of the Tamdeen Youth Foundation is an essential part of its work and gives a trend to everyone in the path of ethical issues that the employees may face during their daily work. Likewise, accepting and committing to it is an essential element to join the family of TYF. As it undertake to commit to all approved laws and standards, encourage and promote the culture of justice and moral behavior. Similarly, to encourage the reporting of corruption, overturning the law, or things that harm TYF or its reputation.

TYF's Board of Trustees has approved this Charter and fully supports everything refers to the principles and norms.

Code of Morals

Code of Moral is a statement of ethical principles and core values and behaviors expected from the TYF's employees, and can be summarized as follows:

(Impartiality, Accountability, Transparency, Reliability, Professionalism, Creativity)

1. The General Principles

1. Justice and Equality

The treatment between all staff within the foundation should be fair, equal and without discrimination, whether for or against an individual or group whether by exploitation, mistreating, or injustice. The justice is to participate in the management's authority and to prevent the misuse of power. Wherever justice is in place, all employees can use the opportunities that allowed them to fully participate or volunteer in TYF activities.

2. Respect Everyone

All employees should be treated as individuals have the right of respect and defend them against any ill-treatment. The respect allow everyone to get their rights and to get the best out of them. The respect for everyone's rights is the base that makes the individuals part of the community and makes them accept their humanitarian and developmental responsibilities and completely perform them.

TYF's employees not only have rights but also have duties and responsibilities toward others and should deal with them honestly and openly in accordance with the basic humanitarian standards.

3. Personal and Professional Responsibility

The principle of carrying the personal and professional responsibility requires not only avoiding harming others but also take care of them and keep the principles and standards that direct all employees of TYF to achieve the public interest. The cooperation among all of them lead to the protection of others' rights and respect for differences of the cultures, dialects, and types of peoples. Those occupants of the leading positions who are able to preserve their rights should in return take into

consideration those who depend on them. This principle includes the responsibility of asset and resource management and organizing all various elements of management.

In case of conflict between the private interests of an employee of the Foundation with his/her duties towards the TYF, it must be brought to the in charge officer or the founder. And as possible as he/she can, the employee should have a role in taking decision related to this matter. The Code of Morals is followed and emanated by Code of Conduct that gives an outline of what the employees behaviors should be towards their many ethical issues.

2. Code of Conduct

Code of Conduct focus on principles, values and norms mentioned in Code of Morals. It applies to all the TYF's employees and every individual was found inside its walls even if as a visitor.

Code of Conduct affirms

All the employees of the Foundation including the volunteers have the rights of equal and fair treatment. Mechanisms of dealing with problems, complaints, and protests or to dissent of the norms and policies.

It is expected across TYF's employees and the volunteers to commit to the governmental laws and the internal regulation, policies, and procedures of the Foundation and the various manuals and the Code of Conduct and morality, and to treat and behave according to the behavior standards with integrity and fully understanding the mores and customs of the society.

The objectives of Code of Conduct

Illustrates an expected trend of the Foundation employees and volunteers' behaviors during their existence with the Foundation. It helps the Foundation's employees and volunteers in dealing with ethical matters which is consistent with the values, norms and basic human standards.

It encourages and motivates for optimal job performance.

It expresses the common objectives and the institutional values.

It shows the responsibilities of the Foundation toward the community and the beneficiaries of its programs and projects. It submits a statement of responsibilities in the organizational structure and method of administration in the Foundation. Code of Conduct doesn't cover and can't cover all the behavioral attitudes, but can help you to test yourself on the extent of your moral behavior by asking yourself these three questions:

1. Will I be happy if all people knew what I say or what I will do?
2. Does what I say or do serve other purposes than my interests?
3. Do I like to be said to me or treated in this way, which I treat with others?

And all employees of the Foundation as well as the volunteers must be aware of that any dissent of this Charter may lead to disciplinary action according to the policies and procedures of Human Resources of TYF.

Justice and Equality

TYF adheres to the following statement of equality and justice policy:

TYF is interested in applying the policy of equal opportunities in its recruitment process, volunteering and training activities. It is responsible for creating a free atmosphere without all forms of discrimination, and it emphasize on the principle of merit

is the one who prevails. And to make it structure free of any discrimination, whether of gender, marital status, color, religion, racial, age, political direction, or family responsibility.

Equality in applying for various job vacancies and programs

TYF works with credibility in providing equal opportunities environment and free of discrimination for all existing and prospective employees and volunteers to continue their humanitarian and professional goals, and fulfill their potentials, and contribute to the achievement of the Foundation's mission. The Foundation seeks to remove any obstacles that may affect the full advantage of its employees in training and building their various capacities.

Harassment

TYF seeks to maintain that its headquarter and field offices are civilized based on respect and inclusiveness. And refuses of harassment in any form, whether sexually, racially, or religiously and whether verbally or socially (isolation or rejection of persons) or assault (beating, kicking, elbowing, or by lies or rumors, and any threat letters, whether written, by telephone, or via the social media web sites), this behavior has no place in TYF where it detract the respect of the employees' rights in the fair dignified treatment. And the occurrence of any of that which may cause irreparable damage to TYF's employees, volunteers and to the reputation of TYF and the all belong to it.

Discrimination

Discrimination is a treatment of a person or group by less or more favorable than other person or group at the same circumstances or similar circumstances due to unrelated characters, such as age, color, gender, or national, ethnic, religion affiliation or other. The Foundation respects all laws and human conventions, which prohibits discrimination for reasons that have nothing to do with.

Aggressive

Because of the impact on the safety and health of all of TYF's employees especially during their presence within TYF's premises. So, Fighting, Aggression, and Infringement on others is totally unacceptable and strictly prohibited for the employees, volunteers, visitors of TYF or its partners, and beneficiaries of TYF services. Aggressive behavior is any detract of other's rights or diminish their respect or dignity. It also includes acts that provoke, hurt, diminish, threaten, frighten, abase, or offend others.

Transparency

The transparency is recognized and have full protection, and applied within the Tamdeen Youth Foundation as an essential part in order to manage TYF based on the proper contents and best method. The transparency of the processes and the exchange of information internally are a core values guaranteed to all the employees of TYF and they must be faithful to this transparency, and have the responsibility to transfer it with honesty and professional ethics, this includes the commitment of every employee to not leak any information belong to TYF to a third party under any circumstances.

Compliance with the law

All employees, volunteers and interns within TYF shall comply with the law and the system in all their behaves and

transactions, and shall acquiesce to all applicable laws and regulations without ignoring it in their works, and shall act within the limits of the authorized power delegated to them by the organized rules and regulations of TYF's business.

Information Confidentiality

The employees who have the access to official documents and information must be careful and maintain the confidentiality and privacy of this information in order to protect anyone related to its articles. TYF employees must consider the maintaining of the privacy of verbal conversations when required.

It should be considered that the personnel, and volunteers' files and the beneficiaries' information of the humanitarian services are a high confidential records. It is necessary that everyone is confident that the information related to them are treated in the right way, taking into consideration the need not to spread the file's contents outside TYF. They shall as well take into consideration the privacy and confidentiality of information of their colleagues and the beneficiaries of the TYF's services, and shall only submit the required information when officially requested from them by the line supervisor or the management of TYF.

Complaints and Protests

TYF's employees are entitled for equal and fair rights in the complaints and grievance processes as Tamdeen has the policies and procedures and ways to help, and maintain feedback, whether it was in the complaints or protests and disputes, depending on the nature and submission method in accordance with the organizational structure of TYF.

3 Personal and Professional Responsibilities

3.1 Fraud and Corruption

TYF's policy regarding fraud and corruption, as well as intention in dealing with fraud and corruption which clarify the responsibility of all employees in creating a professional, honest, and ethical work environment, and providing the outline of the requirements and procedures of raising issues of fraud and corruption. The conduction of investigations in this regard should be done according to the organizational structure.

The misconduct and corrupted behavior actions includes the deliberate dishonesty or fraud as well as the misuse of the trust that leads to the acquiring different person's feature. An example of that is the personal usage of TYF's property without prior permission from the concerned officer, conflicts of undeclared interests, fraud or manipulation in the results of studies, evaluations, records, and accounting entries or project's field management in the technical and financial aspects, or documents. Likewise, dishonesty in the presentation of the participants' efforts within the project, or fault financial claims for expenses, and other dishonesty issues.

All employees of TYF at all organizational levels must report about any doubted act or conduct of fraud or corruption whenever it reach their knowledge. If you know that there are people involved in corruption activity or scam you must report to the higher primarily responsible of the project to take the administrative procedures of reporting this activity and the involved people. If you are afraid of any concerns of retaliation occurring as a result of reporting, then you should discuss the matter with a higher officers in TYF, or contact TYF complaints number (737 003 794).

3.2 Ethics of Conducting the Field Studies

TYF considers all employees in the programs and projects are acting with high ethical standards and apply the Code of Morals and Code of Conduct within their work.

3.3 Usage of TYF Resources and Equipment

All Employees of TYF must use TYF's resources, equipment and tools efficiently and honestly. TYF's resources should be used economically and to be insured against theft or misuse with avoiding waste or squander. The resources should not be used for personal purposes.

3.4 Information Technology

Tamdeen Youth Foundation define a high value for comprehensiveness, professionalism and respecting others. While allow the use of information technology equipment for personal issues of TYF's employees, volunteers and trainees. TYF expect them to take into their consideration these values when using the World Wide Web, send or receive e-mail, or the use of social media networking sites. And that the misuse of information technology especially open or publish offensive material on the World Wide Web or e-mail, which contrary to TYF's regulations and values is considered illegal act. All Employees, volunteers , interns and Visitors must adhere to TYF's policy of the usage of available information technology facilities. TYF will take regulatory action against anyone who doesn't adhere to the policies and procedures and codes of conduct of TYF, as well as the rules of using various computers, programs, and information.

3.5 Risk Management

Risk management is an essential process to identify the percentage of uncertainty, to analyze, evaluate and handle it. The percentage of uncertainty must be applied to any activity, operations, position, or service carried out by TYF. This process helps in the decision making by taking into consideration the percentage of the uncertainty and the impact that might be resulted by a particular decision on TYF's achievements of its goals. The Administrative and Management of TYF at all organizational levels are responsible for the development, understanding, and become well versed of the application of risk management principles, and practice it in their work field.

3.6 Conflicts of Interest

Conflicts of interest includes any circumstances - whether real or expected - may appear as a result of the conflict when doing your duties and your own or personal benefits. It is shown when there is an expectation of directly or indirectly gain or loss to the employed individual or group of employees who has / have a special interest that may be affected as a result of performing his/ their certain duties or tasks. The gain or loss may be materially or morally.

The management of TYF and all employees or volunteers must take the appropriate actions to avoid any circumstances, situations or relationships that seem to be a conflict of interest, which could affect the performance of their duties, either directly or indirectly. When TYF employees or volunteers become in a situation like this, they should take appropriate action to disclose a conflict of the possibility of a conflict. The undisclosed of this inconsistency and continue in this conflicting

situation should be followed by disciplinary action.

The following questions may help in stating that it was a particular situation or a particular functional relationship in which the possibility of conflict of interest may applied:

- Do I have a private or personal interest that may conflict or is may lead to conflict with my duties and career duties?
- Is there any benefit to me now or in the future can cause distrust in my impartiality?
- How others will see my involvement in the decision-making or in this work?
- Is my involvement seems to be appropriate, fair and right in all current and future circumstances?

4 The behavior when conducting needs assessments

Disclosure of any potential conflict of interests is necessary in order to conduct the required studies when responsibly and conscientiously planning for new projects. The employees should disclosed any political affiliation or shared material to any other foundation, organization or association that has a direct interest in the study or its belongings. Also a conflict of interest may occur when there is an Association or Foundation with interest in the study so it provides employees with returns such as payments for education, support with materials or facilities, or support the employee in travel expenses to attend a workshops or training.

5 Professional and Personal Relationships

Examples of relationships that may results a conflict of interest: relatives relationships, personal relationships whether positive or negative relationship, and financial relations which includes material support.

6 Procurement

The Employees of TYF when participating in procurement of both goods or services or when participating in selling them should declare in advance and in writing to the Chief Executive Officer of any kind of relationship or interest of the Foundation, or his representative for any relationship or interest in the process. All those involved in the procurement and sale operations must take into consideration the followings:

1. Emphasize that the processes are open and transparent.
2. Non-participant or was involved in the dishonesty, or fraud activities.
3. Does not deal personally with suppliers in private work or unrelated activities to the Foundation.
4. Does not tolerate the Foundation's reputation or the comprehensiveness principle of the procurement process because of gifts, hosting, or commission.

All employees in the procurement shall ensure that their staff and agents are fully aware of the requirements of confidentiality and non-disclosing any information, and they must deal appropriately with their information as part of the purchase or sale process.

7 Gifts and Benefits

All Employees or volunteers within TYF must not induce, encourage or accept gifts, donations, benefits, or commissions if there is an expectation of a suspicious act in behind, or puts them in giving back position, which may lead to waived or distinguish the gift giver/s through their functional position. The employees and volunteers in TYF particularly shall clearly indicate to those who they expect will try to give unaccepted gift from those who deal with TYF, or from implementing partners whether they are organizations, associations, contractors who implement a field work, or service providers. TYF could provide symbolic gifts to its guests in the workshops or training, VIP guests, one of its resigned employee, or in case of serious illness or death of one of TYF's employees.

8 Hosting

Appropriate generous hospitality to TYF's guests will benefit and may raise its activities. A generous hospitality are intended to welcome TYF's guest and offer them coffee, tea, Juice These guests may be on a official visit to TYF or in a field or a training activity, or workshops.

9 Public Statements

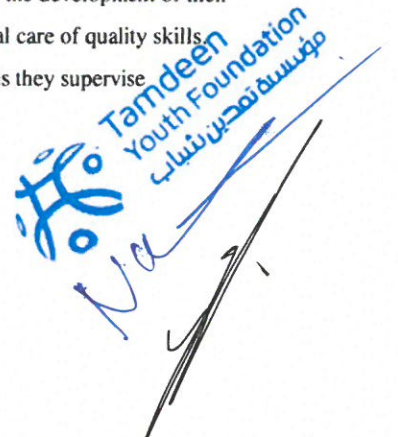
Public statements contain the participation in public seminars, the statements via radio or television, and express TYF views in articles of newspapers, magazines or in books. Its expected that the statements will spread to all people such as open comments on web or social media networking pages.

TYF encourages it's all employees to publicly comment in their areas of expertise and specialization. When the employees are representing TYF, they must take into consideration the highest level of ethical principles and behaviors, also the highest level of professionalism standards, especially in the sensitive issues of the society or the government in general.

TYF's employee based on their citizenship have the right to publicly give statements on issue within his/her own jurisdiction and to clarify that " this is his personal opinion when commenting on other topics.

10 Professional Development

All employees of TYF must develop the knowledge and concepts in the field of their expertise and the development of their professional career path. They have to constantly look for ways to develop their work giving special care of quality skills. They should always look for the best ways to develop and improve the performance of the positions they supervise according to the latest and best financial or administrative possible technical practices.



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