

Work Regulations and Code of Conduct Policy

AlHilal Charity Foundation (1077)



Introduction

This policy has been established to ensure compliance with legal requirements and standards of professional conduct. All managers and employees of the Foundation are expected to acknowledge, understand, and comply with this Code of Ethics and Business Conduct and to adhere to these standards in their daily activities, as well as in all applicable procedures and policies. They are also responsible for ensuring that all business partners and volunteers are aware of, understand, and comply with these standards.

As the principles set forth in this Code of Ethics and Business Conduct are general in nature, all personnel are required to review the Foundation's applicable policies and procedures for more specific guidance and to contact the Human Resources and Recruitment Department if they have any questions.

Nothing contained in this Code of Ethics and Business Conduct, or in any Foundation policy, procedure, written communication, or verbal statement, shall constitute or create an employment contract or guarantee of employment. The Foundation continuously reviews and updates its policies and procedures; therefore, this Code of Ethics and Business Conduct is subject to amendment at any time.

This Code supersedes and replaces all previous policies, procedures, instructions, practices, and regulations, whether written or oral, to the extent that they conflict with its provisions.

Employees are required to sign the acknowledgment at the end of this Code and return the signed form to the Human Resources and Recruitment Department as evidence that they have received, read, understood, and agreed to comply with the Code of Ethics and Business Conduct. The signed acknowledgment shall be retained in the employee's personnel file.

1. Compliance Is Required of Everyone

Ethical conduct is fundamental to our operations. As a manager or employee, it is your responsibility to respect and comply with these standards. Many of these standards reflect legal and regulatory requirements. Violations of applicable laws and regulations may expose you, the Foundation, its managers, and its employees to significant liability.

Part of your professional and ethical responsibility is to support the implementation of this Code of Ethics and Business Conduct. You are expected to remain vigilant regarding potential



violations and to report any actual or suspected violations to the Human Resources Department.

Retaliation, threats, penalties, or any adverse action against an individual who, in good faith, reports an actual or suspected violation of the law, this Code, or any Foundation policy, or who assists in an investigation relating to such matters, is strictly prohibited.

Any violation of this Code of Ethics and Business Conduct, or any other Foundation policy or procedure, must be reported to the Human Resources Department. Violations committed by Foundation employees may result in disciplinary action, including termination of employment.

When determining whether a particular action is appropriate, employees should apply the following test:

Imagine that the words you use or the actions you take are disclosed publicly through the media, including all details and your photograph. If you would feel uncomfortable with that information becoming publicly known, you should reconsider your words or actions.

In all cases, if you are uncertain whether a particular situation or action is appropriate, you should seek guidance from the Human Resources Department regarding the interpretation and application of these standards.

2. Your Responsibilities Toward the Foundation and Its Management

A. General Standards of Conduct

The Foundation expects all employees, business partners, and volunteers to exercise sound judgment to ensure the safety and well-being of all individuals and to maintain a cooperative, effective, positive, unified, productive, and well-organized work environment.

These standards apply while working at the Foundation's premises, as well as outside the workplace when conducting Foundation business, participating in Foundation-sponsored activities, social events, or any other situation in which an individual represents the Foundation.

Employees, partners, or volunteers who engage in misconduct or whose performance is unsatisfactory may be subject to disciplinary action, up to and including termination of employment or contractual engagement.



B. Compliance with Applicable Laws

All Foundation managers, employees, business partners, and volunteers are required to comply with all applicable laws, regulations, and official directives, including the laws and regulations of the Kingdom of Saudi Arabia.

Each employee, business partner, and volunteer is responsible for obtaining sufficient information regarding the legal and regulatory requirements relevant to their duties in order to recognize potential risks and understand when guidance should be sought from the Human Resources Department regarding Foundation policies and procedures.

Violations of laws, regulations, or official directives may expose the employee, business partner, or volunteer to individual civil or criminal liability, in addition to disciplinary action by the Foundation. Such violations may also expose the Foundation to civil or criminal liability or cause operational and reputational harm.

C. Conflict of Interest

Each of us has a responsibility to the Foundation, its Board of Directors, and to one another. While this responsibility does not prohibit personal investments or private activities, it requires us to avoid situations in which actual or perceived conflicts of interest may arise.

The Foundation is subject to scrutiny by various stakeholders and institutions; therefore, we must avoid even the appearance of impropriety.

What Constitutes a Conflict of Interest?

A conflict of interest exists when the personal interests or benefits of an individual or entity conflict with, or appear to conflict with, the interests of the Foundation.

Examples include:

Employment and Activities Inside or Outside the Foundation

Because of your relationship with the Foundation, you are expected to devote your professional efforts to the Foundation's interests. You may not engage in any activity that



interferes with your duties and responsibilities, conflicts with the Foundation's interests, or exposes the Foundation to risk.

Employees are prohibited from accepting employment with other organizations or associations simultaneously if such employment may conflict with their responsibilities to the Foundation. Employees must also disclose any personal interest or benefit that could potentially conflict with the Foundation's interests.

Questions regarding this requirement should be directed to your supervisor or the Human Resources Department.

External Directorships

Serving as a director or board member of another organization or association may constitute a conflict of interest. Before accepting such a position, employees must obtain prior approval from the Foundation's Board of Directors.

Any compensation received must be reasonable and proportionate to the responsibilities assumed. Approval may be subject to specific conditions or requirements.

Business Interests

Before making a financial investment in another organization or association, employees must carefully consider whether the investment could conflict with their obligations to the Foundation.

Factors to consider include the size and nature of the investment, the employee's ability to influence Foundation decisions, access to confidential information, and the nature of the relationship between the Foundation and the other organization.

Related Parties

As a general rule, employees should avoid conducting Foundation business with relatives or individuals with whom they have a significant personal relationship, or with organizations in which such individuals hold a substantial interest.



Where such relationships cannot be avoided, they must be disclosed to the Foundation President or the Board of Directors. If the relationship is deemed material, the relevant review committee must evaluate and approve the transaction in writing before it proceeds.

Significant related-party transactions involving Foundation directors or senior management must be reviewed and approved in writing by the Board of Directors.

The Foundation shall disclose all material related-party transactions in accordance with applicable accounting standards and regulations.

The Foundation discourages the employment of relatives or closely related individuals within the same department and prohibits employment arrangements involving direct supervisory authority, financial control, auditing responsibilities, or reporting relationships.

The purpose of this policy is to prevent administrative misconduct and avoid conflicts that may arise from family or personal relationships in the workplace.

Failure to disclose a prohibited relationship may result in disciplinary action, including termination of employment.

If a prohibited relationship develops between two employees, the employee occupying the higher-ranking position must immediately report the matter to management. The Foundation reserves the right to resolve such situations through reassignment or termination, as deemed appropriate.

Other Situations

It is impossible to identify every situation that may create a conflict of interest. If any activity or circumstance raises concerns or uncertainty, employees should consult the Human Resources Department for guidance.

D. Corporate Opportunities

Employees and managers may not take personal advantage of opportunities discovered through the use of Foundation property, information, or position unless the opportunity has been fully disclosed in writing to the Board of Directors and the Board has formally declined to pursue it.



E. Protection of Confidential Information

Confidential information is one of the Foundation's most valuable assets. Such information includes operational plans, strategic roadmaps, beneficiary and partner lists, employee information, financial data, and other proprietary information.

This information is the property of the Foundation and may be protected by intellectual property, trademark, copyright, and trade secret laws.

Confidential information may only be used for legitimate Foundation business purposes. Employees, business partners, and volunteers are responsible for safeguarding such information and preventing unauthorized disclosure.

This responsibility also extends to confidential information received from third parties under non-disclosure agreements.

Proprietary Information and Invention Agreements

Upon joining the Foundation, employees may be required to sign agreements protecting confidential and proprietary information.

These agreements remain in effect throughout employment and after separation from the Foundation. Under such agreements, employees may not disclose or use confidential information for the benefit of any individual or organization without prior written authorization from the designated Foundation representative.

Disclosure of Confidential Information

The Foundation may occasionally disclose confidential information to prospective business partners when necessary.

However, such disclosure must only occur after careful consideration of its benefits and risks. If disclosure is deemed necessary, employees must ensure that a written Non-Disclosure Agreement (NDA) is executed before any confidential information is shared.

Employees may not sign NDAs on behalf of the Foundation or modify standard NDA terms without review and approval by the Foundation President.



All materials containing confidential information, including presentations and reports, must be reviewed and approved by the Foundation President or Chief Executive Officer before publication or distribution.

Government Requests

The Foundation, its employees, volunteers, and business partners shall cooperate with lawful government inquiries and investigations.

However, all governmental requests for information, documents, or interviews must be referred to the Foundation President. No confidential information may be disclosed without prior approval from the President or Chief Executive Officer.

Authorized Spokespersons

The Foundation has established specific policies regarding who is authorized to communicate information to the media and financial analysts.

All media inquiries must be referred to the Chairman of the Board, the Chief Executive Officer, or the Board of Directors. Only designated spokespersons are authorized to speak on behalf of the Foundation.

3. Responsibilities Toward Beneficiaries and Suppliers

A. Relationships with Program Beneficiaries

If your role brings you into contact with current or prospective beneficiaries of the Foundation's programs, it is important to remember that you represent the Foundation in all such interactions.

You should conduct yourself in a manner that demonstrates respect for beneficiaries and helps build relationships based on trust and professionalism. Over the years, the Foundation and its employees have established a strong reputation. This reputation is one of the Foundation's most valuable assets, and all managers and employees are expected to act in a manner that protects and enhances it.



B. Publications and Copyrighted Materials

The Foundation utilizes various publications and reference materials that assist employees in performing their duties effectively. These may include journals, reference works, magazines, books, digital publications, and printed materials.

Such works are generally protected by copyright laws, and unauthorized copying or distribution may constitute copyright infringement. Employees must obtain permission from the publisher before reproducing publications or substantial portions thereof.

If there is uncertainty regarding copyright restrictions, employees should seek guidance from the Foundation President before proceeding.

C. Handling Confidential Information of Others

The Foundation maintains numerous business relationships with companies, associations, and individuals. In some cases, third parties voluntarily provide confidential information about their products, services, or business plans to encourage the Foundation to enter into a business relationship. In other situations, the Foundation may request confidential information to evaluate a potential partnership or business opportunity.

In all circumstances, confidential information belonging to others must be handled responsibly and in accordance with the applicable agreements between the Foundation and the third party.

Inappropriate Non-Disclosure Arrangements

Confidential information may take many forms. Oral presentations regarding development plans or business opportunities may contain proprietary or sensitive information.

Employees must not accept information from third parties as confidential, or information that appears confidential by its nature, unless an appropriate Non-Disclosure Agreement (NDA) has been executed with the disclosing party.

The Foundation President may authorize and coordinate the execution of NDAs suitable for specific circumstances.



Even when an NDA is in place, employees should only accept information that is necessary to achieve the intended business purpose, such as evaluating a potential investment or partnership. Unnecessary access to extensive confidential information should be avoided.

Need-to-Know Principle

When confidential information belonging to a third party is disclosed to the Foundation, the Foundation is obligated to comply with the terms of the applicable Non-Disclosure Agreement.

Such information may only be used for the specific purpose for which it was disclosed and may only be shared with Foundation personnel who have a legitimate business need to know.

Employees, agents, and contractors involved in a potential business relationship with a third party must understand and comply with all restrictions governing the use and handling of confidential information.

When in doubt, guidance should be sought from the Foundation President.

Supplier Selection

Suppliers make significant contributions to the Foundation's success. To foster an environment in which suppliers are motivated to work with the Foundation, they must be confident that they will be treated fairly, legally, and ethically.

The Foundation's procurement decisions are based on organizational needs, quality, service, pricing, and contractual terms.

Whenever practical, major suppliers and significant procurement agreements should be selected through competitive bidding processes.

Under no circumstances may any Foundation employee attempt to pressure suppliers into conducting business through unofficial or improper means.

Supplier confidential information shall receive the same level of protection afforded to any other third-party confidential information and should not be accepted before an appropriate Non-Disclosure Agreement is executed.



Employees may not discuss a supplier's performance with anyone outside the Foundation without prior approval from the Foundation President or Chief Financial Officer.

In general, suppliers remain free to sell their products or services to other organizations, including competitors, where applicable. However, in cases where products or services are specifically designed, manufactured, or developed according to the Foundation's specifications, contractual restrictions on sales may apply.

D. Government Relations

It is the Foundation's policy to comply fully with all applicable laws and regulations governing interactions with government officials and public-sector employees and to maintain the highest standards of professional conduct, ethics, and legal compliance.

This policy requires strict adherence to all applicable local, national, and international laws and regulations.

Any questions regarding government relations should be directed to the Foundation President.

E. Government Contracts

It is the Foundation's policy to comply fully with all laws and regulations applicable to government contracts.

Strict adherence to all terms and conditions of contracts entered into with local, national, federal, or other governmental entities is required.

All contracts involving governmental entities must be reviewed and approved by the Foundation President prior to execution.

4. Waivers

Any waiver of any provision of this Code of Ethics and Business Conduct applicable to an Executive Director or senior executive officer must be approved in writing by the Foundation's Board of Directors and promptly disclosed as required.



Any waiver of any provision of this Code of Ethics and Business Conduct applicable to any other employee, business partner, contractor, consultant, or volunteer must be approved by the Foundation President.

5. Disciplinary Actions

The matters addressed in this Code of Ethics and Business Conduct are of significant importance to the Foundation, its beneficiaries, stakeholders, and business partners. They are essential to the Foundation's ability to conduct its operations in accordance with its established values and principles.

All managers, employees, agents, contractors, consultants, and volunteers are expected to comply with these standards while carrying out their responsibilities on behalf of the Foundation.

The Foundation will take appropriate action against any manager, employee, agent, contractor, consultant, or volunteer whose conduct is determined to violate this Code or any other Foundation policy.

Disciplinary measures may include, at the Foundation's sole discretion, immediate termination of employment, contractual engagement, consultancy arrangements, or volunteer service.

In circumstances where the Foundation suffers a loss as a result of misconduct or non-compliance, it reserves the right to pursue all available corrective measures, remedies, and legal actions against the individuals or entities responsible for such loss.

Where violations of applicable laws or regulations occur, the Foundation will cooperate fully with the relevant governmental and regulatory authorities.

For additional guidance and detailed requirements, all personnel are encouraged to review the Foundation's policies and procedures.



Work Procedures and Regulations

1. Work Program

1.1 Working Days and Working Hours

1.2 Lunch Break (if applicable)

1.3 Official Holidays

1.4 Leave Entitlements

1.5 Sick Leave

1.6 Permission to Leave Work Early

1.7 Permission for Absence

2. Recruitment and Termination Procedures

2.1 Job Interviews

2.2 Verification of Qualifications and Reference Letters

2.3 Job Offer

2.4 Employee Orientation / Induction

2.5 Termination of Employment

3. Compensation

3.1 Payroll Dates

3.2 Overtime Compensation

3.3 Salary Ranges

3.4 Maintaining Competitive Salaries in Line with Market Standards

3.5 Position Classification and Reporting Structure

3.6 Merit-Based Salary Increases

3.7 Delay of Salary Increases Due to Performance or Absenteeism

4. Payroll and Deductions

4.1 Payroll Schedules

4.2 Deductions (Eligibility / Non-Eligibility)

4.3 Exceptions and Their Nature



5. Benefits

5.1 Employee Benefits and Their Types

5.2 Benefits (Eligibility / Non-Eligibility)

5.3 Retirement

5.4 Insurance and Social Security

6. Compensation and Workplace Injuries

6.1 Workplace Injury

6.2 Covered Incidents and Eligibility for Compensation

6.3 Types of Injuries Covered by Insurance

6.4 Medical Expenses Resulting from Workplace Injuries

6.5 Available Resources

7. Performance Measurement

7.1 Performance Evaluation

7.2 Addition of Job Responsibilities

7.3 Job Enrichment

7.4 Discipline and Its Application When Positive Guidance Fails

7.5 Direct Supervisor's Feedback

8. Departmental Budgets

8.1 Budget Planning

8.2 Expenditure Categories

8.3 Department Manager Responsibilities

8.4 Reporting Requirements

9. Other Procedures

9.1 Complaints and Grievances



Acknowledgment of Receipt of the Work Regulations and Code of Conduct

I, the undersigned, hereby acknowledge that I have received and read the Institution's Work Procedures and Work Program. I understand the standards and policies contained therein, and I also understand that there may be additional procedures or programs specific to my position. I agree to comply with all provisions contained in these documents.

Furthermore, if I have any questions regarding the meaning or application of the Institution's procedures and programs, or the legal and regulatory requirements applicable to my position, I understand that I may consult my manager, the Human Resources Department, or the President. I also understand that any questions or reports made through these channels will be treated with strict confidentiality.

Name: _____

Position: _____

Signature: _____

Date: _____

Please sign and return this form to the Human Resources Department.

