



Disclosure and Transparency Policy

Al Hilal Charity Foundation (1077)



Introduction:

1. Accurate disclosure is a fundamental element of monitoring the organization's activities and evaluating its performance. It contributes to enhancing stakeholders' understanding of the organization's results, activities, and the policies it applies.
2. Without prejudice to the applicable laws and regulations in the Kingdom of Saudi Arabia, the Non-Profit Organizations Law and its Executive Regulations, and the organization's bylaws, this policy serves as a complement to those regulations and does not replace them.
3. It is essential for current and prospective stakeholders to obtain accurate and reliable information in order to assess the organization's performance and the efficiency of the Board of Trustees and Executive Management, and to make informed decisions based on disclosed information.

Scope and Purpose of the Policy

Scope:

1. Ensuring that the Board of Trustees is committed to disclosing material information related to the organization in an accurate and proper manner.
2. Defining the responsibilities of all members of the Board of Trustees and Executive Management regarding disclosure in a way that serves the interests of the organization and its stakeholders.

Responsibility of the Board of Trustees Regarding Disclosure and Transparency

Policy:

1. Approving appropriate disclosure methods that enable stakeholders to access financial and non-financial information related to the organization and its performance.
2. Ensuring that disclosure to stakeholders is fair, non-discriminatory, clear, accurate, not misleading, timely, and regular.



3. Approving standardized reporting systems that define the information to be disclosed and its classification based on nature.
4. Periodically reviewing the disclosure and transparency policy to ensure alignment with best practices, the Non-Profit Organizations Law and its Executive Regulations, and the organization's bylaws.

Material Disclosures:

The organization is committed to disclosing material changes and significant developments to relevant stakeholders without delay. These include, but are not limited to:

- A. Any significant change in the organization's activities or suspension of any of its activities.
- B. Any change in the composition of the Board of Trustees or Executive Management.
- C. Dismissal of the Board of Trustees or any of its members and appointment of a temporary replacement.
- D. Any transaction between the organization and a related party if the transaction or arrangement equals or exceeds 1% of the organization's total annual revenues based on the latest audited financial statements.

Use of Technology:

The organization shall adopt and expand the use of information technology in communicating with stakeholders by establishing a dedicated governance section on its official website. This section shall provide updated information and data to enable current and potential beneficiaries to exercise their rights and evaluate the organization's performance.

Responsible Person:

1. The Secretary-General / Chief Executive Officer is responsible for supervising and implementing this policy.



2. The Chairman of the Board of Trustees or the Secretary-General / Chief Executive Officer shall act as the official spokesperson of the organization, in accordance with the authorities approved by the Board.

Language of Announcements and Notifications:

1. All announcements, notifications, and reports must be issued in Arabic. They may be translated into English if necessary.
2. Arabic shall be the official language for interpretation of all announcements, notifications, and reports. In case of any discrepancy between the Arabic and English versions, the Arabic text shall prevail.

Approval, Publication, Implementation, and Review of the Policy:

This policy, and any subsequent amendments, shall be approved by the Board of Trustees of the organization. It shall take effect from the date of approval and shall be communicated to all relevant employees. Any amendments shall be effective from the date of their approval and circulation.

