



Conflict of Interest Policy

AlHilal Charity Foundation (1077)



First: Introduction

The Al Hilal Charity Foundation respects the privacy of every person working on its behalf. While activities outside the scope of work are generally not the Foundation's concern, it recognizes that personal interests may directly or indirectly affect an individual's objectivity or loyalty to the Foundation, thereby creating a conflict of interest. The Foundation believes in transparency, cooperation, quality, specialization, and motivation. This policy has been issued to strengthen and protect those values and to prevent personal, family, or professional interests from affecting duties toward the Foundation or resulting in personal gain at the Foundation's expense.

Second: Scope and Objectives

This policy applies to all persons working for the Foundation, including members of the Board of Trustees, executive management, committee members, employees, and volunteers. It also extends to the interests of spouses, children, parents, siblings, and other family members. The policy aims to protect the Foundation, its reputation, and its personnel from negative conflicts of interest arising from non-disclosure.

Third: Responsibilities and Authorities

The Board of Trustees is primarily responsible for managing conflicts of interest. It may establish committees to review potential conflict cases. The Board determines conflicts involving trustees and senior executives, while the Executive Director determines cases involving employees. The Board may impose sanctions and take legal action for violations.

Fourth: Cases of Conflict of Interest

Examples include personal interests affecting decisions, receiving gifts or benefits from parties dealing with the Foundation, employing relatives, entering into commercial transactions with the Foundation, ownership in businesses dealing with the Foundation, disclosure of confidential information, acceptance of gifts by relatives from related parties, and misuse of Foundation assets, resources, time, equipment, or information for personal benefit.



Fifth: Obligations

All personnel must acknowledge this policy, uphold integrity and fairness, avoid favoritism, refrain from obtaining unlawful benefits, avoid participating in decisions involving conflicts, complete annual disclosure forms, disclose actual or potential conflicts, and provide evidence that any conflict has been resolved when requested.

Sixth: Duties Regarding Conflict of Interest

Board members, executive committee members, the Executive Director, and employees must disclose any positions, relationships, ownership interests, financial interests, or family interests that may create an actual or potential conflict of interest and obtain approval where required. Any employee facing a conflict in a matter under their authority must immediately stop participating in the decision and refer the matter to their supervisor.

Seventh: Conflict of Interest for Board and Committee Members

Members may not exploit their position for personal benefit, impose restrictions on Foundation assets, receive loans or financing from the Foundation except as permitted by law, or benefit from opportunities presented to the Foundation without full disclosure and recusal from deliberations and voting.

Eighth: Conflict of Interest Reports

Disclosure forms of Board and Executive Committee members shall be retained by the Chairperson of the Board. Employee and volunteer disclosure forms shall be retained by the Finance Department. Internal and external reports may be prepared regarding contracts or transactions involving direct or indirect interests.



Ninth: Acknowledgment and Undertaking

I, _____, in my capacity as _____, acknowledge that I have read and understood the Conflict of Interest Policy of Al Hilal Charity Foundation and undertake to comply with its provisions. I further undertake not to obtain any personal benefit through my position and not to use the Foundation's information, assets, or resources for personal, family, or friends' benefit.

Signature _____ :

Date (H) _____ :

Date (G) _____ :



Appendix (1) – Disclosure of Interest Form

1- Do you have any financial interest in any non-profit or for-profit organization that deals with the Foundation?

- Yes
- No

2-Does any member of your family have any financial interest in any non-profit or for-profit organization that deals with the Foundation?

- Yes
- No

3-If yes, disclose details of any business ownership or financial interest:

Entity Name | Type | City | Registration/License No. | Foundation Approval | Nature of Relationship | Total Financial Interest(%)

Entity Name	Type	City	License No.	Foundation Approval	Nature of Relationship	Total Financial Interest (%)

Also disclose any position held or participation in external activities with Foundation partners, government entities, or private sector organizations.



4- Have you or any family member received a gift from an external party that has a current or future relationship with the Foundation?

- Yes
- No

5- If yes, disclose gift details:

Gift Provider | Entity | Gift Accepted? | Relationship with Foundation | Type of Gift | Estimated Value

Gift Provider	Entity	Gift Accepted?	Relationship with Foundation	Type of Gift	Estimated Value

I hereby certify that all information provided above is accurate, current, and consistent with the Foundation's Conflict of Interest Policy.

Name_____:

Job Title_____:

Date_____:

Signature_____:

