



CODE OF ETHICS

“Working with Integrity and Humanity “

First Release – 2017



مركز الملك سلمان للإغاثة والأعمال الإنسانية
KING SALMAN HUMANITARIAN AID & RELIEF CENTRE



CODE OF ETHICS

“Working with Integrity and Humanity “

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RELEASE OF CODE OF ETHICS AND ADOPTION REGISTER

This document is meant to be used as the pillar of King Salman Humanitarian Aid & Relief Centre's operations, and publication of its mission and the awareness included in it is very important for .KSrelief's Representatives and Personnel

This document is to be authorized for publication only upon approval

All modifications to this Code shall be reviewed by the Legal Department and shall be approved by the concerned authority.

Record of Code Release and Modification				
Release No	Date	Prepared and Collected by	Reviewed by	Brief Description
First	2017	Legal Department	Legal Department	First Release

Adoption Register			
Name	Position	Date of Adoption	Signature
Dr. Abdullah bin Abdulaziz Al Rabeah	Supervisor General		



First: KSrelief’s Vision, Mission and Strategic Objectives:

- **Vision:**

To become a leading centre for relief and humanitarian activities and to transfer our values to the world.

- **Mission:**

Manage and coordinate relief activities on the international level to ensure the provision of aid to affected groups in line with the national interests.

- **Strategic objectives:**

- **Organization**

- Build KSrelief into an efficient, flexible and active organization.
- Build a team of high-performing, professional and expert personnel.

- **Humanitarian aid and relief work**

- Deliver KSA’s external humanitarian aid, relief and charity.
- Develop strong partnerships with leading humanitarian organizations.
- Develop an effective process that ensures prompt response to humanitarian crises.
- Increase the impact of KSA’s aid with a view to make it sustainable through improved supervision, follow-up and evaluation.

- **Enablers:**

- Attract and train volunteers to contribute to humanitarian aid and relief efforts.
- Establish efficient fundraising models.
- Build a strong network of supporters and donors.

Second: Introduction

1. Performing humanitarian tasks

Humanitarian aid and relief work is the pillar on which (King Salman Humanitarian Aid & Relief Centre) was established and the basis on which KSrelief has been working to achieve the noble goals of KSrelief and KSrelief’s Representatives and Personnel. It is incumbent upon all of us – at all times – to perform our assigned tasks to the highest possible moral and humanitarian standards. Our motto, “towards an unrestricted humanity,” applies to our interactions with all people wherever they may be – without compromise, indulgence or negligence.

2. Performing tasks with integrity, impartiality and honesty

We shall commit to working together to instill and establish the culture and concepts of the humanitarian work environment, its generous pillars and the levels of safety and satisfaction it provides to all KSrelief’s Representatives and Personnel in order to achieve the highest levels of stability leading to the highest levels of development and growth in the pursuit of achieving the goals of KSrelief under established rules and parameters, and under a concept and doctrine of compliance with the laws and regulations and with the KSrelief’s policies and basic rules. We shall take into consideration the principles of proper

professional practice and ensure dealing with the same in accordance with the Code of Ethics to be used in parallel with the humanitarian standards, and absence of any negative implications to any person who may express any concerns regarding potential prejudice to the requirements or bases of the Code of Ethics, which are all parameters without which KSrelief will be unable to perform its tasks.

3. Knowledge and awareness to ensure the continuity of giving and achieving objectives

Each one of us is responsible for adopting the culture and concept of “best work practices” based upon our knowledge of and commitment to accepted standards and established regulations - with Transparency and with consideration for the principles of proper professional practices. We shall avoid professional and legal violations, adopting the highest humanitarian standards while performing all tasks and work to stay on the right path while working towards achieving KSrelief’s humanitarian objectives. Ensuring adherence to the aforementioned culture and concepts is only possible under the following conditions:

1. Knowledge of KSrelief’s Code of Ethics: applying all of the Code’s contents and implications to every task and work situation. We shall share the culture of the Code and use it to guide all our actions. The Code shall never be neglected nor compromised.
2. Awareness and disclosure of any concerns about any possible violation of the requirements of the Code in (KSrelief) through any of the available various channels of communication.

Third: Definitions and Introductory Provisions

- **The following terms and expressions, wherever used in this Code, shall, unless otherwise explicitly stated, have the meanings set forth against them respectively:**

Kingdom: The Kingdom of Saudi Arabia

Code: This document and all its contents and attachments (Code of Ethics)

KSrelief: Refers to King Salman Humanitarian Aid & Relief Centre and all its representative offices, both inside and outside the Kingdom of Saudi Arabia

Clients: Refers to all KSrelief’s partners, including organizations, authorities, agencies or bodies inside or outside the Kingdom of Saudi Arabia

KSrelief’s Representatives and Personnel: Refers to all the representatives and personnel of KSrelief, including: volunteers, consultants, physicians, local employees and any individuals or other authorities working to serve KSrelief or any of its representatives.

Compliance: Following the rules, respecting and applying the policies, following the proper channels including respecting the regulations, laws and instructions.

Risks: The possibility of an incident that would prejudice the foundations, rules and pillars of KSrelief in performing its tasks.

Non-Disclosure and Confidentiality: Not to disclose any confidential information, data or documents about KSrelief or any of its Clients

Integrity: Personal behaviour characterized by: objectivity, neutrality, Transparency, justice, prevention of suspicion, honesty, prevention of impermissibility or abuse of power, corruption or violation of laws or moral standards to achieve a personal benefit.

Transparency: Clarity in the application and enforcement of laws, procedures and policies and in implementing tasks.



Conflict of Interest: Any case of conflicting interests involving representatives or personnel of KSrelief, including any material or moral, direct or indirect, currently-existing or potential condition that may affect the objectivity, impartiality of, or proper performance of the tasks by a person in the duties attributed or assigned to such person in a manner that diverts in any manner from KSrelief’s non-profit status, Integrity or Transparency.

Core Values: The core values adopted at KSrelief that form the basis of work or cooperation with KSrelief.

Code of Ethics: The document by which all KSrelief’s Representatives and Personnel will abide, adhering to its provisions and acting according to its provisions as the document being the pillar of association with KSrelief in any form.

Fourth: Bases and Objectives of the Code

By releasing this “Code of Ethics,” KSrelief aims to set the bases, parameters and rules that form the main foundations upon which it fulfills its mission in the humanitarian aid and relief field. The Code defines what KSrelief expects from KSrelief’s Representatives and Personnel, who shall adhere to and follow the Code while working to achieve KSrelief’s objectives. These bases and parameters form the cornerstone for the performance of all of KSrelief’s noble tasks in the humanitarian aid and relief field. KSrelief is keen to ensure the fulfillment of its mission and objectives to achieve the desired outcomes, in accordance with the appropriate laws and regulations. The human element of KSrelief’s Representatives and Personnel is the main driver supporting implementation of plans and trends on the ground and transforming ambitions into concrete realities, which is a direct reflection of KSrelief’s performance of its tasks in adherence to the system. KSrelief aims to support and sponsor the noble principle of “Unrestricted Humanity”, and as this purpose is noble and progressive, KSrelief had to establish a Code which combines its foundations, basic rules and human and professional conduct expected from KSrelief’s Representatives and Personnel at all times, for this Code to become the way followed by KSrelief’s Representatives and Personnel during performance of their tasks to support delivering KSrelief’s mission to the entire humanity without discrimination towards unrestricted humanity .

The most important objectives to be achieved through this Code can be summarized as follows:

1. Promoting a spirit of responsibility amongst all KSrelief’s Representatives and Personnel.
2. Spreading, promoting and committing to moral, humanitarian and professional values and principles.
3. Promoting and educating all KSrelief’s Representatives and Personnel about KSrelief’s Core Values and principles.
4. Combatting and avoiding deviations from the Code and spreading awareness about the potential harm and negative impact such deviations may cause to KSrelief and others.
5. Raising awareness, promoting and sharing Core Values and principles of humanitarian aid and relief work.
6. Promoting appropriate moral and professional values amongst KSrelief’s Representatives and Personnel.
7. Spreading the culture of interdependence, solidarity and synergy during crises.
8. Establishing humanitarian principles in all activities – always keeping in mind that “humanity comes first.”
9. Recommending and enforcing adherence to existing laws and regulations.

Fifth: Effect, Enforceability and Liability

The provisions of this Code shall apply to all KSrelief's Representatives and Personnel, inside or outside the Kingdom of Saudi Arabia. Violating any of these bases, principles, objectives or values is considered an explicit breach of the foundations upon which KSrelief relies. In case of such breach, and in order to maintain achievement and support of its objectives and to ensure continuity of performance of its tasks, KSrelief shall not have any option but to take all the necessary measures and actions to ensure that the situation is corrected and to achieve full Compliance; these actions may include terminating the relationship with whomever is proven to be in breach of the Code.

KSrelief calls upon its Representatives and Personnel to read and understand the content of this Code, to act under it and to consider it as a guideline at all times in dealing with KSrelief under any capacity or title and for any purpose. This Code promotes humanitarian and moral values above other values. In support of that, all KSrelief's Representatives and Personnel are responsible for raising awareness of the bases and principles of this Code and effectively monitoring Compliance with the same.

Sixth: KSrelief's Core Values

Out of its high objectives and noble purposes, KSrelief has created a set of Core Values for performing its tasks and achieving its objectives in humanitarian aid and relief work. These values are considered a guiding light for all KSrelief's Representatives and Personnel all over the world, without these values, KSrelief would be unable to achieve its objectives.

All KSrelief's Representatives and Personnel shall adhere to these values during all stages of contact with KSrelief and during performance of their assigned duties both inside and outside the Kingdom of Saudi Arabia, without neglect or compromise.

The Core Values of KSrelief include the following:

1. Responding to those in need with complete neutrality, Transparency and without any hidden motives.
2. Striving to achieve the highest levels of professionalism and quality.
3. Encouraging participation and support by the public for KSrelief's humanitarian aid and relief work.
4. Taking initiatives towards building strong international partnerships.
5. Working towards "unrestricted humanity."

Seventh: Towards an Unrestricted Humanity

"Towards an Unrestricted Humanity" is a core value of KSrelief. KSrelief considers that value a principle driver of KSrelief in all its activities; "unrestricted humanity" is the value aspired by KSrelief which guides its way towards fulfilling its mission, and based on that, KSrelief supports any authorities or institutions which recognize and practice this concept.

KSrelief shall only seek to promote humanity in accordance with principles, which, if they were to be counted, they would be a collection in this Code of all the provisions and rules provided by the charters, customs, covenants and agreements, whose only purpose is the human being everywhere without any discrimination.



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KSrelief, out of this view, will never deviate from this objective. It shall always seek to promote, enrich and maintain human dignity, giving hope to humans around the world to minimize their pain and suffering. KSrelief and all its Personnel and Representatives shall seek to maintain that value and shall work pursuant to it without compromise or neglect.

“Towards an unrestricted humanity...” The interpretations of this phrase are limitless. Based on its definition of these words, KSrelief has adopted values without which it would not exist and it would never accept dealing below these values. Some of the implied meanings were inspired by The Code of Conduct for the International Red Cross and Red Crescent Movement, and by NGOs in the field of disaster relief. Examples:

1. The humanitarian imperative comes first:

The right to receive and offer humanitarian assistance is a fundamental humanitarian principle which should be enjoyed by all citizens of all countries. As members of the international community, we recognize our obligation to provide humanitarian assistance wherever needed. Hence, the need for unimpeded access to affected populations is of fundamental importance for discharging that responsibility. The prime motivation of our response to disasters is to alleviate human suffering amongst those least able to withstand the stress caused by disasters. The humanitarian aid given by us is not a partisan act .

2. Aid is given regardless of adverse distinction or discrimination of any kind. Aid priorities are calculated based on need alone:

Wherever possible, KSrelief will base the provision of relief aid upon a thorough assessment of the needs of the disaster victims and the local capacities already in place to meet those needs. Within the entirety of KSrelief’s programs, we will reflect considerations of proportionality. Human suffering must be alleviated whenever it is found; life is as precious in one part of a country as in another. Thus, our provision of aid will reflect the degree of suffering KSrelief seeks to alleviate. In implementing this approach, we recognize the crucial role played by women in disaster-prone communities and will ensure that this role is supported, not diminished. Out of our belief in the same, the implementation of such a universal, impartial and independent approach can only be effective if we and our partners have access to the necessary resources to provide for such equitable relief.

3. Aid will not be used to further a particular standpoint:


Humanitarian aid or relief will be given according to the need of individuals, families and communities.

4. We shall respect culture and customs:

We will endeavour to respect the culture, customs and applicable laws and procedures of the communities and countries in which we are working.

5. We shall attempt to build disaster response on local capacities:

All people and communities – even in disasters – possess capacities as well as vulnerabilities. Where possible, we will strengthen these capacities by employing local staff, purchasing local materials and trading with local companies. Where possible, we will work through local non-governmental humanitarian agencies (NGHAs) as partners and supporters in implementation, and cooperate with local government structures where appropriate. We will place a high priority on the proper coordination of our emergency



responses. This is best accomplished within the countries concerned, by those most directly involved in the relief operations, and should include representatives from the relevant international organizations' bodies.

6. Ways shall be found to involve program beneficiaries in the management of relief aid:

Disaster response assistance should never be imposed upon its beneficiaries. Effective relief and lasting rehabilitation can best be achieved where the intended beneficiaries are involved in the design, management and implementation of the assistance program. We will strive to achieve full community participation in our relief and rehabilitation programs.

7. Relief aid must strive to reduce future vulnerabilities to disaster as well as meeting basic needs:

All relief actions affect the prospects for long-term development, either in a positive or a negative fashion. Recognizing this, we will strive to implement relief programs which actively reduce the beneficiaries' vulnerability to future disasters and help create sustainable lifestyles. We will pay particular attention to environmental concerns in the design and management of relief programs. We will also endeavour to minimize the negative impact of humanitarian assistance, seeking to avoid long-term beneficiary dependence upon external aid.

8. We hold ourselves accountable to those we seek to assist:

We often act as an institutional link in the partnership between those who wish to assist and those who need assistance during disasters. We therefore hold ourselves accountable to both constituencies. Our dealings with beneficiaries shall reflect an attitude of openness and transparency. We recognize the obligation to ensure appropriate monitoring of aid distributions and to carry out regular assessments of the impact of disaster assistance. Our programs will be based upon high standards of professionalism and expertise in order to minimize the wasting of valuable resources.

9. We shall recognize disaster victims as dignified humans:

Respect for the disaster victim as an equal partner in action should never be lost, and we shall promote the participation of disaster and conflict victims. We shall seek to provide aid and relief to those victims – our partners in humanity.

Eighth: Responsibility and Commitment

Representatives, personnel or associates of KSrelief in the humanitarian and relief field shall all be held responsible for the ethical and professional integration that preserves KSrelief's regional and international status. KSrelief strives to reach the highest level of professionalism in providing humanitarian aid and relief at all levels of the international community to achieve its objectives. Seeking to reach the best international practices in providing aid and relief, and in harmony with humanitarian principles adopted by KSrelief from agreements and international organizations' principles and foundations and based upon what our conscience and humanity dictate, the internationally agreed-upon institutional ethics that are consistent with the humanitarian principles and our human certainty and conscience are the core references to which we shall refer in carrying out and supporting KSrelief's humanitarian and relief tasks. These shall form a guiding light to all KSrelief's Representatives and Personnel, out of the hope for integration to achieve KSrelief's objectives.



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All KSrelief’s Representatives and Personnel are held responsible for adhering to the “Code of Ethics” and for working with Integrity and humanity; this is inclusive of knowing and being aware of the following:

1. Integrity, Transparency and commitment.
2. Misconduct and misbehave.
3. Precautionary measures and procedures.
4. Importance of disclosing concerns regarding non-adherence to the laws or regulations or KSrelief’s Code.

1. Integrity, Transparency and commitment.

KSrelief’s ability to maintain its international reputation and status in the humanitarian aid and relief field, and to advance and evolve regionally and internationally, is dependent upon the performance, ethics and Compliance with the applicable laws and regulations by KSrelief’s Representatives and Personnel. The recruitment and hosting of and dealing with any representatives or personnel are carried out based upon their merit, Integrity and level of adherence to KSrelief’s guidelines and with the noble task for which it was established. Therefore, KSrelief expects its Representatives and Personnel of all categories and in all fields of work to adhere to the following:

1. Respect, implement and promote KSrelief’s core principles.
2. Carry out all tasks with Integrity, and strive to achieve high levels of professional responsibility, achievement and interaction.
3. Maintain a high level of Integrity in all work relations inside and outside KSrelief.
4. Optimize use, management and direction of the resources under their responsibility.
5. Preserve the condition of any assets, custodies and properties belonging to KSrelief.
6. Create the highest levels of professional competencies among individuals for whom each of KSrelief’s Representatives and Personnel is responsible.
7. Respect all nations without any discrimination, taking into account the customs, traditions and religious beliefs of all people.
8. Become familiar with the importance of educational and cultural diversity, and recognize the value of the unique skills and perspectives of others in a workplace.
9. Respect the religions and the applicable community norms, customs and traditions, including everything related to dealing with females.
10. Represent KSrelief positively, and reflect KSrelief’s policies and methodology in all dealings and promote confidence amongst all parties dealing with it.
11. Refuse to engage in any financial obligations that may affect KSrelief or result from its activities, unless authorized to do so through the proper procedures accredited by the competent authority in KSrelief and by each department, according to KSrelief’s policies in place.

2. Misconduct and misbehave.

All KSrelief’s Representatives and Personnel shall refrain from any acts that may be considered a misconduct or misbehave jeopardizing the nobility of the tasks and activities assigned to them. The next section of this Code will illustrate the general categories of prohibited acts, as well as some specific examples of acts that are considered inappropriate or serious misbehave, according to the seriousness of the act. In general, any “exploitation or misuse of power” shall be considered a completely unacceptable and serious misbehave.



1. The following are considered as violations and breaches of laws, instructions and regulations:

- a. Breaking applicable national and international laws, or breaking any applicable legal status agreements.
- b. Violating instructions and rules enforced by KSrelief.
- c. Violating rules enforced by the Volunteer Work Department by volunteers and participants in volunteer programs and tasks.
- d. Practicing any activity that conflicts with KSrelief's objectives, principles or related regulations.

2. The following are instances of misuse of power:

KSrelief defines "misuse of power or unfairness in using it" as an exploitation or misuse of a position, influence and available resources, utilization of individuals and works to reap personal interest and benefit or to reap interest and benefit for others with bad intentions, or affecting KSrelief's status by squandering or misusing the resources of relief campaigns.

For example, (but not limited to):

- a. Exploiting a position to make KSrelief legally, financially or ethically committed to an authority without authorization.
- b. Stealing, embezzling, squandering or misusing of KSrelief's funds, properties or assets.
- c. All forms of exploitation and misuse.

3. The following are considered security violations:

- a. Failure to follow the security instructions.
- b. Abuse of and dealing in prohibited narcotic substances or alcohol of any kind.
- c. Using or owning a weapon or ammunition of any kind.
- d. Non-adherence to traffic rules and instructions (at all times) while driving either KSrelief's or any other vehicle during the performance of a task or work.

4. The following are considered as violations when committed by KSrelief's Representatives or Personnel:

- a. Public disclosure by a representative or personnel member of any data regarding a political or military situation, including the voluntary provision of any proofs or information obtained because of their work in any legal proceedings, or passing these proofs and information on to prosecution services without any prior authorization from the competent authority in KSrelief.
- b. Illicit use of international organizations' or KSrelief's logos.
- c. Any publication, in foreign publications of works, articles or research related to an abroad work mission in which they are working without the prior consent of the competent authority in KSrelief.
- d. Any act or omission that may affect KSrelief's status and reputation.
- e. Insensitivity or lack of respect for the customs, traditions or religious beliefs of others, including national customs and traditions.

5. The following are considered squandering and negligence:

- a. Squandering of KSrelief's property.
- b. Stealing or embezzling of any kind and of any value.
- c. Misusing or poorly managing the resources.



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6. The following are considered false allegations:

The disseminating of any false or malicious information, accusations or claims by a representatives or personnel member of KSrelief against another representative or personnel member or third party.

7. The following are considered corrupt practices, according to work definition:

- a. Not disclosing with complete Transparency any potential or current Conflict of Interest with any supply or service vendors or with any partner in work.
- b. Not disclosing with Transparency any donations or gifts which exceed the limit of a «gift with nominal value»
- c. Using any information or data obtained due to cooperation or engagement with KSrelief to achieve personal gain or to receive a special service.

8. Prohibited practices of disclosure of information, data or documents:

- a. Disclosure of any information, data or documents not already available to the public regarding official work or tasks, or internal information known to them by virtue of their official positions, to any person in any correspondence.
- b. Disclosing any private or confidential information or documents regarding the identities and/or geographical locations of KSrelief's Representatives and Personnel, the disclosure of which might lead to negative or dangerous consequences for the subject.
- c. Giving any statements or disclosing any information or data to media outlets or dealing with any media authorities without the consent of the competent authority in KSrelief.

3. Precautionary measures and procedures.

1. Procedural steps:

If a representative or a personnel member breaches any of the provisions of the “Code of Ethics” that may threaten or hinder the performance of KSrelief’s tasks around the world or may diminish the status, principles, foundations or credibility of KSrelief with its Clients, humanitarian aid and relief-targeted groups, or local, regional or international organizations and authorities, KSrelief shall take all necessary preventive and protective procedures and measures.

2. The potential consequences for the offending KSrelief's Representative or Personnel:

Procedures which may be taken by KSrelief may vary according to the magnitude of the violation, as well as the nature of the relationship between the violator and KSrelief. There are various procedures and measures available, the consequences could lead to the termination of employment and/or volunteer contracts, and the termination of interactions and dealings with any authority that violates KSrelief’s humanitarian principles and foundations.

3. Family members:

The employee or the volunteer shall be liable for the acts and behaviors of his/her accompanying family members during his/her work task.

4. Civil and criminal liability:

Any procedure or measure taken under these procedures shall not exclude criminal, civil, or administrative liability or any other procedure that may follow or result from such procedures or which are provided by law.

5. Reporting and disclosure of violations:

If any of the representatives or personnel members suspects a potential violation of any of the provisions of this Code, the competent authority in KSrelief shall be notified.

6. Pre- and post-task sessions:

“Code of Ethics” shall be discussed in pre- and post-task sessions.

7. Collective responsibility:

Whomever the “Code of Ethics” provisions apply to shall be obligated to create an environment that prevents exploitation of power and influence, or the facilitating of acts of asset-squandering, breaking of customs and traditions or violation of laws and regulations. The implementation of the criteria mentioned here regarding ethics and maintaining this environment shall be supported. Directors at all levels shall have special responsibility to support and develop the internal systems and apply the monitoring role necessary to maintain this environment.

4. Disclosing concerns regarding non-adherence to KSrelief’s laws and regulations and KSrelief’s Code.

1. Culture of disclosure:

The core of an effective organizational culture is represented by adherence to the KSrelief’s laws, regulations and KSrelief’s Code and in the existence of a mechanism that allows representatives and personnel to express, disclose and report their potential and current concerns regarding violation of KSrelief’s laws and regulations and KSrelief’s Code. This should be in an environment free of accountability resulting from these disclosures, to enable legitimate concerns to be addressed in a timely and effective manner. The responsibility for disclosing any concerns regarding the potential or actual occurrence of legal or statutory violations or violations of KSrelief’s Code falls upon all of us; such concerns or knowledge must be reported in a timely manner in order to detect the violations, hold responsible parties accountable, and take all necessary corrective procedures. Failure to disclose such concerns may lead to serious and negative implications upon the status, objectives or mission of KSrelief or any of its Representatives or Personnel. Towards encouraging a culture of disclosure, KSrelief shall not take any accountability procedures against those expressing their suspicions or concerns about the existence of any legal or statutory violations, or against those who attempt to prevent violations, if any, from occurring.

2. Responsibility:

The Representatives and Personnel (of KSrelief) hold the responsibility regarding non-adherence to laws and regulations or the Code; they are the active overseers who help to ensure that KSrelief achieves its humanitarian objectives. KSrelief requests the immediate disclosure (via the designated reporting channels at KSrelief) of any actual or impending potential violations, so that KSrelief may confront these violations



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in a manner which ensures the best results and most immediate outcomes. In case of uncertainty regarding the way to handle and address these concerns or suspicions, he/she may approach his/her direct manager or the legal department at KSrelief for advice on how to proceed. It is the responsibility of all personnel to read, understand and wholeheartedly adhere to all KSrelief policies.

3. Communication channels:

Knowledge of the many channels through which concerns and suspicions about non-adherence to laws and regulations or the Code of KSrelief.

4. Rules of Disclosure:

1. Influence of cooperation concerning reporting of violations relating to breach of the requirements of this Code of Ethics. Your identity (if you choose to reveal your identity) and the information you provide will be disclosed only to the concerned persons and to those responsible for addressing the concerns and suspicions.
2. No accountability procedures or statutory implications shall be taken against anyone who reports his/her well-intentioned concerns regarding legal or statutory violations, nor will he/she be held accountable for participating in the investigation of these suspicions or concerns.
3. Reporting of suspicions and concerns in this respect will enable KSrelief to evaluate a situation at the appropriate time and to take corrective actions and precautionary measures to ensure full Compliance.

Ninth: KSrelief’s Humanitarian Aid and Relief Work Code of Ethics

KSrelief is keen to reach a high level of efficiency in all of its activities, and is aware of the importance of human resources in performing those tasks, which eventually lead to the achievement of KSrelief’s noble causes. To this end, all KSrelief’s Representatives and Personnel shall adhere to everything set forth in the humanitarian aid and relief work code of conduct, which shall be considered the foundation and basis of the relationship between KSrelief and its Personnel and Representatives.

KSrelief reaffirms the significance of that code in laying out the basis for dealing and cooperation with KSrelief in any capacity. KSrelief shall accept nothing other than the commitments set forth in the code, which shall be part and parcel of dealing with KSrelief under any association, title or goal.

As Personnel and Representatives, we commit and adhere to KSrelief’s principles and values in performing work as staff, volunteers, part-timers, or in our association with KSrelief in any capacity, and shall commit to these principles and values during the performance of all work and duties assigned to us inside and outside the Kingdom of Saudi Arabia; we shall do so without negligent or compromise of any kind. We have thoroughly read and fully understand its contents, and understand the consequences of violating or neglecting this Code of Ethics.

KSrelief's Representatives and Personnel's Pledges and Commitments:

1. **(Personnel or volunteer), pledge to perform my tasks faithfully and with honesty and honor, to seek the good of the Kingdom, to tirelessly strive to achieve KSrelief's humanitarian aid and relief mission through my adherence to the Code and the applicable regulations, and to act based upon the proper humanitarian conduct in performing my tasks to fulfill the noble goals of the Kingdom.**
2. **I will commit to completing assigned tasks, and to upholding KSrelief's standards of impartiality, professionalism, honesty, and Transparency to the highest degree.**
3. **I will adhere to the rules and instructions provided in KSrelief's Code of Ethics without negligence or compromise of any kind.**
4. **I will adhere to the application of the clauses and articles of KSrelief's humanitarian aid and relief work Code of Ethics; this adherence includes:**

1. To perform work according to the noble goals which serve the Kingdom and humanity.
2. To perform work according to the basic principles of humanitarian aid and relief work without discrimination of any kind.
3. To do no harm to KSrelief's reputation or status.
4. To cooperate and communicate as a team member with my own group.
5. To have respect for members of other communities.
6. To maintain moral behavior in my professional life.
7. To protect custodies, properties and assets given to me and owned by KSrelief.
8. To manage my time in order to achieve the humanitarian aid and relief work and tasks assigned to me.
9. To refrain from discrimination against any individuals or groups based upon their religion, gender, origin, race, or disability.
10. To adhere to the laws, regulations and traditions of hosting countries.
11. To refrain from becoming involved in political or security-related activities in hosting countries.
12. To follow KSrelief's dress code and to use KSrelief's logo in performing assigned work and tasks.
13. Not to exploit beneficiaries in any way or for any purpose whatsoever.
14. Not to seek money, personal benefit or private gain from others in exchange for completing my work.
15. To provide need-based aid to all who require it, to be responsible to all affected populations and to provide as much humanitarian aid and relief support as possible.
16. To follow the instructions and orders of the head of the delegation/team during overseas assignments.
17. To refrain from using social media in areas classified as "very dangerous" during overseas assignments in order to ensure team safety.

5. To adhere to KSrelief's values, as follows:

1. Responding to needs with neutrality and Transparency and without any hidden motives.
2. Striving to achieve the highest levels of professionalism and quality.
3. Encouraging the participation of the public to support humanitarian aid and relief work.
4. Taking initiative and building strong partnerships internationally.
5. Working towards an unrestricted humanity.

Tenth: Contractual Implications

Everything set forth in the Code of Ethics, including bases, pledges or provisions, shall be considered and indeed shall be an integral part of the agreement or the contract governing the relationship (staff, volunteer, or part-timer) between KSrelief and its Personnel and Representatives.

Conclusion

Finally, the Code of Ethics, the Core Values, the Code of Ethics and all the rules are the components without which KSrelief cannot function properly. These components shape the framework of working in or dealing with KSrelief and demonstrate the pillars upon which KSrelief depends in performing its tasks, in its general approach, and in its policies – which are based upon KSrelief’s objectives. They also confirm achievement of those noble objectives, support KSrelief’s mission to alleviate the suffering of humanity and to achieve an “Unrestricted Humanity” and boost KSrelief’s status derived from its humanitarian objectives, all of which are objectives and principles which KSrelief will not be able to achieve or consolidate without your cooperation, belief in them, application of them and adopting them as a general approach, in a manner that effectively contributes to achieving the high status of KSrelief on all levels, these are objectives and purposes which achievement is hindered by working in a structure that is negatively impacted by violations of or non-adherence to the provisions, laws and regulations or the Code, or absence of hard work and pursuit to achieve adherence to the international, local and regional rules and regulations in parallel, and following and implementing adherence to all internal rules and policies with Transparency and Integrity without compromise or neglect.

Regards,
King Salman Humanitarian Aid and Relief Centre

