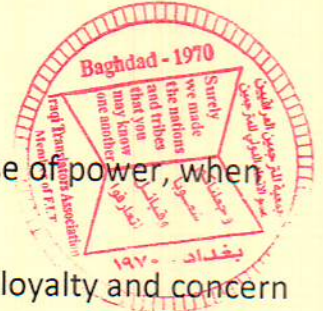


### State Employees Code of Conduct

- 1- The employee shall report to competent entities any corruption or abuse of power, when such information becomes available to him/her.
- 2- The employee shall perform his/her job duties with honesty, efficiency, loyalty and concern for the public interest; political activities shall not affect the performance of the employee of his/her job duties.
- 3- The employee shall perform his/her job duties neutrally without any discrimination on the basis of sex, nationality, religion, color, political opinions, and any other similar basis against law.
- 4- The employee shall neither make any financial transactions within his/her job duties; nor be a party in preparing, assigning, executing such transactions, nor use official information for personal purposes. Furthermore, the employee shall not contribute personally in official matters that have a direct or foreseen affect on his/her financial interests or the interests of his/her spouse or relatives to the fourth degree.
- 5- The employee shall apply the applicable provisions of the laws, regulations, instructions, and the orders issued by the administrative director in accordance with law; in case such orders contradict with the law, the employee shall state the reality of such contradiction to his manager in writing; and shall not execute such orders only if the manager approves such orders in writing. Thereafter, the manager shall be liable for issuing such orders.
- 6- The employee shall state the nature of his personal interests that affect the performance of his official duties; in addition to any change that may occur during service.
- 7- The employee shall not carry on any work or profession contradicting with his official duties, whether such work or profession is paid or not.
8. The employee shall observe the confidentiality of the information and official documents in his/her possession pursuant to his/her job requirements and shall not use it in violation of the law.
- 9- The employee shall not accept any gifts or benefits given to affect his neutrality or integrity and the performance of his/her duties or refraining from such performance; or gifts or benefits in the interests of his family or relatives to the fourth degree, as long as it is given for the same foregoing purpose.





- 10- The employee shall refrain from giving any promises against law; and shall not be affected by feelings towards others in performing his job duties.
- 11- The employee shall not enter incorrect or deceptive information in the government's entries for any reason, which lead to disposing with the state's properties and its assets; and the same shall not dispose with such properties or assets without an official permission in relation thereto.
12. The employee shall not disclose or give formal information only if there is an official permission issued in relation thereto.
13. All information furnished by the employee to the Integrity Commission shall be true and accurate whenever the employee is requested or imposed by law to furnish such information.
14. The employee shall exert efforts to preserve the state property entrusted to him/her for work use. Use of such property should be effective, efficient and cost-effective, and should be limited to the restrictions of law, regulations and instructions.
15. The employee shall not abuse of power delegated to him/her in accordance with the law is prohibited, as well as utilizing such property for personal earnings or money, using this property in abusing the rights of others, or in inflicting or attempting to inflict harm to others using state property during work time. Furthermore, the employee shall be liable for all legal consequences resulting from such act, including compensation for damages arising therefrom.
16. The employee shall preserve the dignity of the state job and dress well, avoid any act of disrespect, whether during or after work hours.
17. The employee shall improve his/her job-related skills to boost his expertise in work and in understanding the tasks assigned to him/her.
18. The employee shall treat superiors with good conduct and in a respectful manner.
19. The employee shall respect citizens and facilitate their transactions in accordance with the law.
20. The employee shall respect official work time and designate all hi/her work time to work.
21. The employee shall not engage in any work with any other entity in the private sector, performing work related directly to the employee's job, or his/her previous job, nor shall he/she accept any gift from such entity for a period of two years.







I understood the instructions and regulations above, and I hereby undertake to fully comply. I further understand that if I breach any of the foregoing provisions, I can be held accountable in both civil and criminal matters in accordance with law, thus, I set my hand below:

Employee's full name and surname:

Signature:

Date:

A copy of the National ID:

A copy of ID card:

A copy of the resident card:

