

## **Code of Ethics and Public Service Ethics**

### **Article (1):**

This Code is called Code of Conduct and Ethics of the Public Service, and shall be effective as of the date of its approval by the Council of Ministers.

### **Article (2)**

Adopts the definitions contained in the applicable civil service system for the purposes of this Code.

### **Article (3)**

**a.** The provisions of this Code shall apply to all civil servants and to employees of independent institutions and services.

**B.** Each new employee must, prior to his / her initiation, sign a document committing to compliance with this Code, and a copy of the Code shall be retained This pledge in his career profile.

**C.** This Code is based on the principles and principles of justice, equality of opportunity, transparency, accountability, professional integrity, Impartiality, belonging to the homeland and the circle and insistence on achieving its mission and objectives, and take responsibility, and the employee commitment The provisions of this Code as well as the underlying principles and principles.

**D.** Any violation of the provisions of this Code shall require accountability, disciplinary action and penalties in accordance with the provisions of the Law.

### **Article (4): This Code aims to:**

**a.** The establishment of ethical standards, basic rules and principles of public morality, and the values and professional culture of the staff Civil society, promoting compliance with these standards, norms and values, and establishing good governance and good governance Through educating civil servants and directing them towards proper functional ethics and self-discipline frameworks that govern the conduct Working in the civil service and in conformity with applicable laws and regulations, as well as through a statement of their duties and responsibilities Their role in improving services and enhancing public service credibility.

**B.** Enhance the confidence of citizens and recipients of the public service in the work of governmental institutions, and increase respect and appreciation for their role in providing Services in the best way possible.

### **Article (5): Employee Duties and General Responsibilities, the Employee shall:**

**a.** The performance of the duties of his job and tasks entrusted to him with the intention of honesty, integrity, accuracy, professionalism, impartiality and to the fullest extent possible, and to serve the goals and objectives of the Department and achieve the public interest without others.

**B.** To be aware of the laws and regulations in force and to apply them without any deviation, violation or negligence.

**C.** To devote the official working hours to the duties and duties of his job, and to refrain from any activity that is not related to his official duties.

**D.** To strive to improve his performance and develop his professional abilities and to get acquainted with the latest developments in his field of work and the work of the department he works for, and to submit proposals that will improve the working methods and raise the level of performance in the department and help in providing a safe and healthy working environment.

- e. Refrain from any actions, practices or acts that violate proper etiquette and conduct, and refrain from insulting opinions Political or religious beliefs of others within or outside of its constituency or incitement against it.
- f. Facilitate the investigation and inspection procedures carried out by the competent authorities by all possible means and provide information and respond to Inquiries in possession of those responsible for investigation and inspection tasks, in accordance with the laws and regulations in force.
- G. Not to strike or incite others, and refrain from organizing collective petitions related to employment or participation Regardless of the reasons and motives, and to comply with the due process of grievance.
- H. To fulfill all the financial dues incurred by the Department in accordance with the laws and regulations in force without delay.

**Article (6): dealing with others**

**a.** In the field of dealing with the recipients of the service, the employee:

1. Respecting the rights and interests of others without exception, and dealing with the public with respect, courtesy, politeness, neutrality, impartiality and objectivity without distinction as to race, gender, religious or political beliefs, social status or age Physical condition or any form of discrimination.
2. To seek the public's trust through his integrity, responsiveness and proper conduct in all his works in accordance with the laws Regulations and instructions in force.
3. Completion of required transactions with the required speed and accuracy within the limits of jurisdiction, and answer questions and complaints the recipients of the service accurately and objectively and quickly, and to explain the reasons in case of non-approval or delay in their transactions.
4. Provide the information required to the recipients of the service and the activities and activities of his department accurately and quickly without deceiving or misleading in accordance with And to guide them to the complaints mechanism if they wish to lodge a complaint with the relevant authorities.
5. Giving priority to care and care for people with special needs and providing them with assistance and assistance.
6. Dealing with personal documents and information relating to individuals who deal with them in strict confidentiality and in accordance with laws and regulations and not to exploit this information for personal purposes.
7. Refrain from any action that negatively affects public confidence in the public service.

**B.** In dealing with his superiors, the employee should:

1. Adhering to the orders of their superiors, directives and instructions according to the administrative hierarchy, and if such orders and instructions are contrary For the legislations in force, the employee shall inform the president in writing of the violation, and shall not comply with these orders and instructions unless and in this case, the Board of Auditors shall be aware of the violation committed, and in all cases the employee shall Refuses to carry out the instructions if the violation thereof constitutes a violation, misdemeanor or felony punishable under the Penal Code or any applicable legislation else .
2. Treat his superiors with respect and not attempt to gain any preferential treatment by means of flattery, deception, or through means and nepotism.
3. Not to deceive or deceive his superiors, and to refrain from concealing information related to his work in order to influence the decisions taken or to obstruct And he should cooperate with his superiors and provide them with the opinion, advice and experience he possesses with all objectivity and sincerity The information in their possession shall be placed in their possession in the interest of the business.

4. Inform the President of any excess, violation or difficulties encountered in the field of work.
5. Inform the new direct supervisor of the topics and documents, including outstanding issues, to ensure continuity the work .

**C. In the area of dealing with colleagues, the employee:**

1. Respect, respect and truthfulness with colleagues, and maintain healthy and friendly relations with them, without discrimination, and careful Respect their privacy and refrain from exploiting any information related to their private lives with the intent to abuse.
2. Collaborate with colleagues and share their views with professionalism and objectivity and provide them with assistance where possible to solve problems Face them in the field of work, and be keen to spread positive attitudes among colleagues to help improve work performance and improve The working environment and the establishment of sound institutional culture in the department.
3. Refrain from any immoral behavior, practices or acts that violate public morals and good conduct, and the man's obligation to respect the woman is a colleague, and a partner at work.

**D. In the field of dealing with subordinates, the employee:**

1. Develop the capabilities of subordinates and help them and motivate them to improve their performance, and be a good example of subordinates to work on Compliance with applicable laws, regulations and instructions.
2. Transfer the knowledge and experience gained by the subordinates and encourage them to increase the exchange of information and the transfer of knowledge among them.
3. Supervising and questioning the subordinates of their work, evaluating their performance objectively and impartially and seeking to provide training opportunities and development in accordance with applicable regulations and regulations.
4. Rejection of any pressures from a third party leading to preferential treatment of subordinates.
5. Respecting the rights of subordinates and cooperating with them with high professionalism without favoritism or discrimination.
6. The obligation to be directed to his subordinates in writing if he receives a written notice from his subordinates that his orders or directives are issued in violation of the legislation in force.

**Article (7): Maintain confidentiality and mechanisms of disclosure of information to the employee:**

- a.** Failure to disclose to third parties the official information, documents and documents that he has obtained or witnessed while performing his duties, In writing, orally or electronically, and in respect of which special instructions, resolutions or legislation have been issued or which must remain in force by its nature, even after the end of its term of service, unless it receives the written consent of the Minister.
- B.** Refrain from making any comment, statement or intervention relating to subjects that are still being studied or discussed by the organs Governmental organizations.
- C.** Notify the Secretary-General if he is required to testify in the competent courts, unless the testimony relates to information prohibited by law In accordance with applicable laws and regulations.
- D.** Full and accurate disclosure of all official information required to be disclosed by virtue of his / her function.

**Article (8): Accepting or requesting gifts, privileges and other benefits:**

**a.** Not accepting or requesting any gifts, hospitality, or any other benefits of any kind, whether direct or by means, may have a direct or indirect effect on its objectivity in the performance of its functions or that may affect its decisions or may force it to commit to something in return for their acceptance.

**B.** When the employee is in a situation where he cannot refuse gifts, hospitality or other benefits that the circumstances do not apply to in paragraph (a) of this article, or when it is believed that the acceptance of certain types of hospitality will be of good benefit to the enterprise, The employee shall inform the immediate superior thereof in writing, and the direct president shall inform the employee in writing whether the gifts should be rejected Or other hospitality or benefits retained by the Department, or donated to a charity, disposed of or retained By the employee concerned.

**C.** The Department shall open a register of gifts submitted to the Department, recording the gifts mentioned in paragraph (b) of this Article and how dealing with it whether through retention, donation or retention by the employee.

**Article (9): Conflicts of Interest on Employee:**

**a.** Refrain from engaging in any activity that would lead to a real, apparent or potential conflict between his or her personal interests On the one hand, and his responsibilities and functions on the other.

**B.** Refrain from carrying out any activity that is not commensurate with its objective and impartial performance, or which can lead to preferential treatment to natural or legal persons in their dealings with the Government, to harm the reputation of its constituency or to jeopardize its relationship with the public.

**C.** Directly inform his immediate superior in writing in the event of conflicting interests with any person in his dealings with the government, or if it arises conflicts between the personal and public interest, or the employee's exposure to pressures that conflict with his or her official duties or raise a complaint about the objectivity to be dealt with, with clarification of the nature of the relationship and how to conflict, and the direct president to take action required. In all cases, the public interest must be taken into consideration when dealing with this conflict.

**D.** Not to use his or her job directly or indirectly to obtain financial gain or anything of value for a particular interest him or his family.

**e.** Not exploiting or employing the information obtained during the performance of his official duties and after completing his work in the Department, as a means to achieve personal benefits to him or others directly or indirectly, or to abuse others, and not to disclose information to give unfair or unreasonable privilege to third parties.

**f.** The necessary approvals and approvals must be obtained in accordance with the relevant laws and regulations in case they wish to participate in the fundraising process, awards or in-kind contributions to charities, the direct president may request from the employee shall reduce, modify or terminate the activities when he deems it to result in a real, apparent or potential conflict Interests.

**G.** Avoiding close relations with individuals or institutions whose interests depend mainly on decisions or decisions of the constituency.

**H.** Not to accept a job, within one year from the date of his leaving the office, in any institution that had significant official dealings with the department in which he worked except by written consent of the Minister. After leaving the job, he is not allowed to provide advice to clients of these institutions information not available to the public with regard to the programs and policies of the department in which he worked.

**I.** The direct president shall inform the employee who intends to leave the obligations under this article.

**Article (10): Merit, Competence, Competitiveness and Justice on Employee:**

- a. To take measures related to the selection, appointment, promotion, training, reward, evaluation, transfer, assignment or loan of employees, in a transparent and impartial manner, free of any considerations related to kinship, friendship or utilitarian concepts, on gender, race, age or religion, and follow the foundations of merit, merit and competitiveness, and full compliance with the powers and procedures adopted.
- b. The direct president shall verify the authenticity of the communication and take the necessary measures with the concerned authorities to ensure that the situation is corrected in accordance with the laws, regulations and procedures intended.
- c. To refrain permanently, directly or indirectly, from any preferential treatment of any person through the medium and nepotism.

**Article (11)**

- a. Preserving the public money and the interests of the state and its property, and not to waive any of its rights and to report directly to its president Exceeding public funds or public interest and any negligence or conduct that harms the public interest.
- b. Not to use State property for private gain or to promote goods or services for personal benefit or benefit third party.
- c. The employee who has been provided with a computer must consider the following:
  - 1. Take all necessary measures to maintain its computer.
  - 2. Do not download the software on the device until after reviewing the Department of Information Systems.
  - 3. Be sure to turn off the device before leaving the workplace.
  - 4. Keep the information on his device confidential by using his password and promising to disclose it for others.
  - 5. Not to use the device for entertainment and not to download games and entertainment programs.
  - 6. Do not access other people's devices and try to get information from them.
  - 7. Use the device for the purpose of developing skills and abilities in a manner consistent with the interest of work.
  - 8. Do not use the device to accomplish his personal work.
  - 9. Rationalize the use of printers whenever possible.
- d. Employees who have access to the Internet should:
  - 1. The obligation to use it for work purposes, including for the purpose of developing capacities and skills related to the nature of his work and what he does In the interest of work.
  - 2. To comply with the terms and conditions of the intellectual property rights of the files and programs and to observe the terms of their license.
  - 3. Consult the Information Systems Unit immediately to observe any abnormalities during the use of the Internet.
  - 4. Do not download texts and images that contain immoral, racist or extremist political views, Or incite violence and hatred, or any illegal activities.
  - 5. Do not download files that are not related to the nature of his work directly as video files and multimedia files, such as movies or songs, Or music and the like.
  - 6. Do not use the device and the Internet to try to enter and infiltrate other devices and networks. And not use the Internet to send materials confidential, political, or threatening and harassing others.
- e. The employee assigned an email address should consider the following:

1. Do not use e-mail to create and distribute messages that contain promotional, personal, or immoral material which include extreme political views or racist comments about religious beliefs, practices, gender, age, or race, and if any message is received from any employee in this regard, inform the Information Systems Unit directly.

2. Do not resend the messages you receive and contain jokes, pictures, movie files and large size photos.

3. Do not resend incoming messages that may contain viruses or files that may be suspected of being viruses Use of the information systems unit.

4. Keep in mind that there is no privacy with respect to messages reaching or sending to any employee during the email system. The e-mail of any employee may be controlled by authorized personnel without notice prior.

5. Do not open any anonymous or unexpected incoming messages, even if the message is from a person known to the employee as well do not open or download any attached files whose source is suspected.

6. Use e-mail to develop skills and abilities according to business requirements

**Article (12): Employee's rights to the Department:**

a. To clearly define the functions, responsibilities and expected accomplishments of the staff member.

b. Dealing with the employee with regard to his career status on the basis of merit, merit, competitiveness and equal opportunities.

c. Ensure good and safe working conditions and ensure that no discrimination is exercised against him at the workplace.

d. Provide appropriate and continuous training opportunities to improve opportunities for advancement and career path in accordance with the provisions of the Civil Service System; As appropriate.

e. To guarantee freedom of opinion and expression within the framework of the legal texts and in accordance with the provisions of this Code, and, to ensure his right to appeal or complain against any wrong decision taken against him and in accordance with the provisions of the Law.

**Article (13): General Provisions**

a. The employee should review this code, know its contents and abide by its provisions.

b. The department should enable citizens and service recipients to access this blog.

c. Ministers and Secretaries-General are responsible for overseeing the implementation of this Code.