

Financial regulations -NIHR Code of conduct regarding announcing the work with relatives

Definition

Disclosure of working with relatives: to achieve transparency and non-conflict of interests, to disclose working with relatives of the first class of the following categories: - (father / mother / son / daughter) and the second (brother / sister / grandfather / grandmother / nephew / niece) and the third (uncle / aunt) appointed or involved to work on the same program, projects, and activities that are implemented.

Statement filling

- a. The chairman and members of the administrative board of the Organization to disclose their appointment or involvement of anyone with the kinship of first, second, and third class and their social status in the same programs, projects, and activities or in the work within the institution and filling the statements of that and disclose about it.
- b. All workers in programs, projects, and activities implemented by the Organization to disclose about their relative employees of first, second and third class and their social status in the same same programs, projects, and activities.

The inability to complete the statement of relatives' employment.

- a. The completion of relatives' employment statement is of the transparency and integrity requirements of the chairman and members of the Administrative Board and employees in the Organization, and the lack of response to this statement may be considered violation and cause of the exclusion to who did not respond to it from the work within the organization.
- b. The person non-responder to the fill up of the statement of relatives' employment and its disclosure will have the opportunity to provide a complete view point about the situation through a meeting or message, so if his view point turned out unconvincing, then the person will be asked to voluntarily withdraw from the service he provides to the Organization and his contract to be terminated instantly.
- c. If the person in paragraph (b) rejected the withdrawal from work or service which he provides to the Organization voluntarily, then it will be a decision that will be voted on by the Administrative / Executive board of the Organization about that and will be binding.

Statement form

Relatives' employment statement

I would like to state the existing or potential cases relatives' employment and listed below:

I have employed and involved one or a group of my relatives of the first, second, and third class and their names listed below and their relation to me indicated and I disclose that.

- 1) Relation.....
- 2) Relation.....
- 3) Relation.....

- The person or persons who their names listed below and his/their relation to me indicated are with me in the same (program / project / activity) and I disclose about that.
- Relation.....
- Relation.....
- Relation.....

Pledge

I (.....) read, understood, and agreed to the above provisions, and I have stated about the employment of my relatives and their kinship in addition to my social status, and if it proved otherwise I would be accountable to the relevant authorities.