

## Policy on presenting gifts

### Policy of presenting gifts to the employees and workers

#### Introduction: -

Procedures, controls, and measures have been developed to grant and receive gifts for employees and workers, department heads, the Executive Director, the Chairman and members of the administrative board of the Organization as well as in the implementation of programs and projects and to report the gifts presented to them with the goal of achieving clear, transparent, and fair financial policy and taken as an approach in the transactions with others.

#### Procedures of presenting gifts to the employees and workers: -

##### **a. Within the Organization departments: -**

- 1- Employees and workers in the Organization to inform their department heads about gifts presented which exceeding \$10.
- 2- The Department heads in the Organization to inform the Executive Director of the Organization about gifts presented to them which exceeding \$10.
- 3- The Executive Director of the Organization to inform the administrative board about gifts presented to him which exceeding \$10.
- 4- Members of the administrative board to inform the administrative board about gifts presented to them which exceeding \$10.

Gifts to employees, worker, department heads, the Executive Director, the Chairman, and members of the administrative board of the Organization which exceeds \$10 to be reported by filling the form below and submitting it by administrative hierarchy in the Organization, program or project which is being implemented.

##### **b. Within programs and projects: -**

- 1- The staff and workers in the programs and projects implemented by the Organization to inform the programs and project manager about gifts presented to them by any party and which are more than \$10.
- 2- Programs or projects manager to inform the Executive Director of the Organization about gifts presented to him by any party and which are more than \$10.

(Notification)

I (.....) present my notification of receiving gifts worth over (\$10) of  
(.....) to achieve credibility and transparency in the Organization's financial  
transactions I present my notification about that.

Signature:

Name:

Position:

Date:

Worth of gifts presented:

(Pledge)

I (.....) pledge to notify about gifts presented to me which worth over (\$10) by any party and be responsible in the event of non-notification about that.

Signature:

Name:

Position:

Date:

Worth of gifts presented: