

Appendix (5)

Policy regarding loans for employees and workers

Introduction: -

Under (Chapter 11 article 61) of the financial regulation, procedures and measures required to provide financial loans have been developed, procedures and measures have been developed to provide financial loans in appropriate cases to employees and workers of the Organization, as well as in programs and projects implemented with the aim at achieving clear, transparent, and fair financial policy and is taken as an approach to deal with employees and workers.

Procedures for loans requests (advances): -

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

1. The employee or worker in the Organization (advance requester) to submit a request to his department head in the organization including the required amount of the advance and the reasons for it and listing the full name, position, number and date of the request, and its reasons in addition to the signature.
2. The department head checks the request administratively and submit it to the Executive Director of the organization with the aim to state his opinion on the possibility to approve or disapprove the request with mentioning the reasons.
3. The Director of the Organization to convert the request to the Organization's accountant to state the Organization's financial position as well as consider the employee's eligibility to with the aim to state his opinion on the possibility to approve or disapprove the request.
4. The accountant to check the advance request in terms of employee's or worker's continuity in work in the organization and suitability of the required amount of advance payment with total salaries payable in the employment contract between him and the organization by 25% and then listing notes in it and submitting it to the Executive Director of the organization.
5. The Executive Director of the organization reviews the notes listed in the advance request and considers the possibility to order disbursement or not and returns the request to the Organization's accountant to complete the necessary procedures and measures.

The accountant to count the percentage of (25%) specified of the amount of salaries and wages for the 6 remaining period of the contract between the employee or worker and the Organization to determine the amount of the advance that could be given to him and informing him of the need to pledge the following:

- Completion of the work within the period specified in the employment contract between him and the organization.

- If he intended to leave the work, to return all remaining amounts owed of the advance granted and to provide acquittance.
- Bringing a guarantor and to be a government employee pledges to pay the remaining amount on the borrower employee or worker in case of leaving the work and did not return the remaining advance amount owed.
- The guarantor to provide a pledge to pay the amount owed by the borrower employee or worker with attached endorsement letter by the office or institution that he works in supports his continuity in service.

6. the accountant to provide the employee or worker in the Organization (advance requester) with certified cheque entitled to the Bank accredited by the organization includes the amount of the due advance.

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

1. The employee or worker in the program or project (advance requester) to submit a request to the project or program manager including the amount of required advance and its reasons and listing the full name, job title, the number and date of the request, and its reasons in addition to the signature.
2. the program or project manager to check the request and convert it to the program or project accountant to state the financial position as well as consider the employee's or worker's eligibility or ineligibility with the aim to state his opinion on the possibility to approve or disapprove the request.
3. The accountant to check the advance request in terms of employee's or worker's continuity in work in the organization and suitability of the required amount of advance payment with total salaries payable in the employment contract between him and the organization by 25% and then listing notes in it and submitting it to the Executive Director of the organization to order disbursement.
4. The program or project manager reviews the notes listed by the program or project accountant in the advance request for the possibility to order the accountant for the disbursement or not
5. The accountant to count the percentage of (25%) specified of the amount of salaries and wages for the remaining period of the contract between the employee or worker and the Organization to determine the amount of the advance that could be given to him and informing him of the need to pledge the following:
  - Completion of work within the period specified in the employment contract between him and the program or project manager.

- If he intended to leave the work, to return all remaining amounts owed of the advance granted and to provide acquittance.
  - Bringing a guarantor and to be a government employee pledges to pay the remaining amount on the borrower employee or worker in case of leaving the work and did not return the remaining advance amount owed.
  - The guarantor to provide a pledge to pay the amount owed by the borrower employee or worker with attached endorsement letter by the office or institution that he works in supports his continuity in service.
6. the accountant to provide the employee or worker in the Organization (advance requester) with certified cheque entitled to the Bank accredited by the organization includes the amount of the due advance.