

Conflict of Interest Rules for SFDA Employees

1. Introduction

These Rules provide instructions and standards regulating the management of conflicts of interest to protect integrity, combat corruption, and maintain positive environment in all aspects of work as well as stakeholders in general.

Conflict of interest is defined as the situation or circumstance in which the objectivity and independence of decision of an employee in a Governmental sector is affected by a personal, material or moral interest that concerns him personally or one of his relatives or close friends, or when his performance in such sector is affected by direct or indirect personal considerations or his knowledge of information relating to the decision.

2. Target Audience

- All SFDA employees.
- Committee members other than SFDA employees.
- Part-time consultants.

3. Responsibilities

The employee shall be responsible for ensuring that there aren't any conflict of interest in tasks he performs. The Executive Directorate of Human Resources shall supervise the implementation and following-up of these Rules.

4. Policy Statement

First: Scope of Conflict of Interest

A conflict of interest arises when it is proven that any of the Target Audience:

1. Receives or obtains personal gains from any other party, whether directly or indirectly, benefiting from his position or participation in decision-making.
2. Exploits SFDA assets or various resources for any personal interest, benefit, or other purpose beyond the scope of SFDA's activity and business.
3. Involves in any activity or has a personal, organizational or professional interest in any business or activity that may directly or indirectly affect the objectivity of his decisions or his ability to carry out his duties and responsibilities towards SFDA, or may result in form or substance any kind of conflict with the SFDA interests, except after the approval of the Authorized Person.

Second: Disclosure of Conflict of Interest.

The Target Audience shall disclose any conflict of interest by using the Conflict of Interest Disclosure Form (Attached) and shall report their personal interests in the following cases:

1. Any interest in investment or ownership such as a commercial activity or institution that provides any services to or obtains any interest from SFDA, or seeks to render a service with SFDA.
2. Direct and indirect interests for the Target Audience or any of their relatives up to the third degree.
3. Full details of any contract or arrangement to which any of the Target Audience or any of relatives thereof is a party, or has a core interest, where such contract or arrangement is crucial to SFDA's business.

Third: Acknowledgments of Conflict of Interest:

The Target Audience shall submit the necessary acknowledgments to clarify cases in which personal interest's conflict with SFDA interests, and shall receive necessary instructions in this regard, including, but not limited to, the following:

1. Gifts and gratuities, i.e. requesting or accepting a gift or gratuity that may affect the performance of their job duties, with the exception of token and souvenir gifts within the framework of SFDA official relations.
2. An employee or a member of his family acquires any ownership in any company or institution that provide services or products to SFDA, unless such investments are in a public joint stock company whose shares are publicly sold to the public, except in cases where such interest is fully announced.
3. Working as an official, employee or consultant with any company or institution that provide services or products to SFDA, or obtaining a benefit from or seeking to obtain such benefits therefrom, unless such relationships have been fully announced or disclosed.

4. Obtaining loans or advances from individuals or entities that provide services or products to SFDA, with the exception of banks and financial institutions from which such loans can be obtained on a regular basis.
5. Confidentiality of information, i.e. disclosing confidential information directly or indirectly accessible to an employee by virtue of his work, or using such information for any personal purpose.
6. Using or allowing others to actually use SFDA employees, materials, equipment and devices for any purposes other than purposes designated thereto unless this has been fully announced or disclosed.
7. Accepting salaries or bonuses from third parties for services paid by SFDA, unless such relationship has been fully announced or disclosed.
8. Requesting a benefit, interest, or interest for others with whom the employee is related by kinship or business relations in any capacity whatsoever.
9. Favoritism, which includes promotion or preferential treatment to any individual in violation of the rules and provisions stipulated in the applicable laws and regulations.

Fourth: Penalties and Sanctions

1. If the employee refrains from disclosing, the appropriate statutory penalty shall be applied against the employee in accordance with the laws and regulations
2. If the employee submits false disclosure data, such employee shall be referred for investigation and the appropriate penalty shall be applied according to circumstances of such case.

Fifth: Closing Provisions

1. All Target Audience shall adhere to the provisions indicated herein and SFDA officials shall be instructed to strictly implement instructions contained herein in pursuit of the principle of transparency and the rules of presentation and disclosure.
2. These Rules shall prevail in case of any conflict with other provisions and regulatory rules.

Sixth: Attachments

- SFDA Conflict of Interest Disclosure Form.

Conflict of Interest Disclosure Form

The Form shall be updated upon any change in data or information contained therein

Personal Information			
Name	:	Job title	:
Job No.	:	Sector/Department	:
National ID No.	:	Nationality	:
Joining Date	:	Mobile No.	:

I do hereby acknowledge and pledge that I have read the Conflict of Interest Rules for SFDA Employees, and therefore, I agree and abide by the provisions contained therein. I also undertake not to use any information related to SFDA, assets or resources thereof for my personal purposes.

I would also disclose that I own or have an investment, interest or relationship in the following activities:

Establishment Name	:	Relationship	:
Business	:	Commercial Register No.	:

Others

I certify that the information provided in this Form is true and correct.

Name :

Signature: :

Date :