

Procurement Code of Conduct

This statement summarizes TAD's policies and procedures relating to the standard of conduct and governing the performance of the Organization's staff involved in the procurement of supplies, equipment, and contractual services, and all such staff members have to read and understand this statement.

It is the responsibility of the TAD's staff to manage the Organization's affairs honestly and wisely. The interests of TAD and all shareholders' donors must be influenced by a basis that guarantees the organization the full competitive advantages of the product such as service, and price, for all purchasing transactions.

This statement is directed at all the organization's occupants who can influence the organization's business or enter into commitments on its behalf

Potential areas of conflict of interest

- persons or entities supplying goods or equipment
- persons or entities providing contractual services
- Persons or entities from which the organization leases property and equipment

Conflict of interest happens when TAD's employees or their families members (brothers, sisters, husband, wife, father, mother, sons or grandsons) or their partners or the companies they work for have financial interests with the entity that was chosen to make a contract with, conflict of interests is also known as having stocks, debts or any other financial interests with the contractor or even Holding a position or participating in the management of the contractor

Potential areas of conflict of interest and the nature of these mentioned interests are not exhaustive. Conflicts of interest may occur in other areas or through other relationships, so the staff involved are supposed to identify and know these areas and these relationships.

The presence of the mentioned situations doesn't necessarily mean that there is a conflict of interests, it is also possible that by revealing all facts and related circumstances that working with these entities not necessarily should be against the TAD's interests, however, TAD's policy states that in case of the presence of any conflict of interests must be fully disclosed before completing any transaction, and employee's responsibility must be continuous to



audit dealings, work interests and relationships for any potential conflict of interests and disclosing them immediately.

The disclosure of conflicts of interest must be directed to :

Chief executive of the organization (CEO) or the office manager(in case they are part of a conflict in interests then the subject should be directed to the governing board of the organization or to the finance manager)

As mentioned above, the staff member concerned shall determine whether there is an essential conflict of interest, and in the presence of such conflict, the employee must determine if the expected transaction was given on a fair and reasonable basis. The choice taken by the appropriate person regarding these cases will be made according to his personal assessment, and his first concern must be the organization’s interests and fulfilling its goals otherwise, the concerned employee will be prohibited from participating in choosing, giving, or managing the contract.

This code of conduct strictly prohibits TAD’s staff from demanding or accepting gifts or services or anything of financial value from the suppliers, contractors, or parties in the sub-contracts. This doesn’t apply to gifts of symbolic value (less than 20 dollars) Such as promotional materials, calendars, notebooks.. etc.

Failure in complying to the established criteria will subject the employee to penalties determined by the CEO or supervisor of the employee, including the possibility of terminating the contract with the employee.

I have read and understood this Code of Conduct and pledged my commitment to it:

Signature:

Name:

Position:

Date: