



## Policy for Code of Conduct

### Arab Science and Technology Foundation (ASTF)

#### 1. Introduction

The Arab Science and Technology Foundation (ASTF) is committed to promoting scientific excellence, innovation, and collaboration to address regional and global challenges. This Code of Conduct establishes the principles and ethical standards that guide the actions of all stakeholders, including employees, partners, researchers, and volunteers.

#### 2. Core Principles

1. **Integrity:** Uphold the highest standards of honesty, transparency, and accountability in all activities.
2. **Respect:** Treat all individuals with dignity, fairness, and equity, regardless of gender, ethnicity, religion, or background.
3. **Excellence:** Strive for excellence in research, innovation, and collaboration to achieve impactful outcomes.
4. **Collaboration:** Foster partnerships and teamwork to address shared challenges and promote scientific progress.
5. **Sustainability:** Commit to sustainable practices that protect the environment and contribute to the well-being of communities.

#### 3. Expected Behaviour

All stakeholders of ASTF are expected to:

- Comply with all applicable laws, regulations, and ASTF policies.
- Act in the best interests of ASTF and its mission.
- Protect the confidentiality of sensitive information related to ASTF projects, partners, and beneficiaries.
- Avoid conflicts of interest and disclose any potential conflicts to the relevant authorities within ASTF.



- Promote a safe, inclusive, and harassment-free environment for all.

#### **4. Prohibited Conduct**

The following actions are strictly prohibited:

- Engaging in fraud, corruption, or any unethical behaviour.
- Discrimination, harassment, or abuse of any kind.
- Misuse of ASTF funds, resources, or facilities.
- Plagiarism or the falsification of research results.
- Unauthorized disclosure of confidential information.

#### **5. Research Ethics**

- Adhere to the highest standards of scientific integrity in all research activities.
- Respect intellectual property rights and acknowledge the contributions of others.
- Ensure that research involving human participants or animals complies with ethical guidelines and regulations.

#### **6. Partnerships and Collaboration**

- Collaborate with partners who share ASTF's commitment to ethical conduct and scientific excellence.
- Honor agreements and commitments made with partners, donors, and collaborators.
- Ensure transparency in all partnership and funding arrangements.

#### **7. Reporting Violations**

- Stakeholders are encouraged to report any suspected violations of this Code of Conduct.
- Reports can be made to the designated Ethics Committee at ASTF.
- ASTF will investigate all reports promptly and fairly while maintaining confidentiality.

#### **8. Disciplinary Actions**

Violations of this Code of Conduct may result in disciplinary actions, including:

- Warnings or reprimands.



- Termination of employment, contracts, or partnerships.
- Legal action, if applicable.

### **9. Commitment to Improvement**

ASTF is committed to continuously reviewing and improving this Code of Conduct to reflect best practices and evolving ethical standards.

### **10. Acknowledgment**

All stakeholders must acknowledge their understanding and agreement to adhere to this Code of Conduct by signing the declaration form provided by ASTF.

## **Declaration of Commitment to the Code of Conduct**

### **Arab Science and Technology Foundation (ASTF)**

#### **Acknowledgment and Commitment**

I, the undersigned, hereby acknowledge that I have read and understood all the provisions of the **Code of Conduct** issued by the Arab Science and Technology Foundation (ASTF). I pledge to adhere to all the principles, policies, and procedures outlined within.

I further commit to the following:

1. Acting in accordance with the core values of the foundation, including integrity, respect, excellence, collaboration, and sustainability.
2. Complying with all relevant laws, regulations, and ASTF policies.
3. Reporting any violations of the Code of Conduct or any unethical behavior to the designated authorities within ASTF.
4. Avoiding any practices that may result in conflicts of interest.
5. Maintaining the confidentiality of information and data related to the foundation, and not disclosing it unless with prior authorized consent.

I understand that any violation of this Code may result in disciplinary actions, including termination or legal proceedings, as applicable.

#### **Personal Information**

- **Full Name:**
- **Role or Position** (Employee/ Partner/ Volunteer/ Researcher):
- **ID or Passport Number:**
- **Email Address:**
- **Phone Number:**
- **Signature:**
- **Date:**

#### **For Official Use Only**

**Reviewed by:**

**Signature:**

**Date:**

**Note:** Please retain a copy of this form for future reference.