

CODE OF CONDUCT

FOR THE DRUZE EXECUTIVE COMMITTEE, THE WORKSTREAMS (subcommittees) and Members.

Each member must maintain the high standard of ethical and professional conduct. As a general guide, members should at all times conduct themselves in a dignified and responsible manner (no abusive language, no yelling or bad temperament) consistent with the following principles:

- **Integrity** – Members should be straightforward, honest and sincere. Endeavour to give your best to meet performance standards, conduct yourself in public that reflects positively. Take whatever action is necessary to avoid a conflict of interest and maintain confidentiality.
- **Objectivity** – Members must be fair, open minded and must not allow prejudice or bias to override their objectivity.
- **Attendance** – Members must make reasonable efforts to attend all meetings. Members must be punctual and on time. If unable to attend must put an apology for non-attendance. Members are also expected and obligated to attend all official functions and gatherings organized by the committee for the community.
Work as a team.
- **Respect** – Treat members and the public with courtesy, regard for their dignity, fairly and consistently. Take reasonable care to protect the wellbeing and support of yourself and members.
- **Independence** – Members should be free and appear to be free of any interest that might be regarded as being incompatible with integrity and objectivity, and should disclose any direct or indirect conflict of interest (mainly **free of any National or Political influences**).
- **Confidentiality** – Members should respect the confidentiality of information acquired in the course of their meetings and should not disclose any such information to a third party without the specific authority or unless there is a legal duty to disclose it.
- **Competence** – Members should have a duty to maintain their level of competence. They should only undertake work or duties which they can expect to complete competently.
- **Discipline** – Disciplinary action will be the responsibility of the committee members. If the committee resolves to discipline a member, the committee must adopt the procedure provided in the Rules of The Druze Constitution.
- **Duties and Tasks** – Members will be required to perform all duties as required by the committee and with speed and reasonable effort. All members are obliged to share duties at any functions organized by the committee and will be duly coordinated by the committee.
- **Secret Commissions** – members must not directly or indirectly pay or accept undeclared commission in any form.
- **Ethical Conduct** – A member should refrain from any conduct that might bring discredit to the committee or its members. Member must not denigrate another member. Consider legal issues. Seek advice in situations

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outside your expertise. Consider whether your personal conflict with the best interest of the committee and the community.

- **Delivery of Books and Records** – If a member ceases to be on the committee and holds any books, records or documents, they must produce and surrender all information to the committee upon leaving.
- **Advertising** – members must not advertise in a way which creates false or unjustified expectations. Consists of self – laudatory statements that are not based on verifiable facts. Contains unidentified testimonials.
- **Fundraising and Social events** – All members will help where possible to facilitate the smooth operation of events from planning to the running of events. All funds will be directed to the appropriate office bearers to hold and deposit.
- **Bookkeeping and records** – The appointed office bearers are responsible to maintain accurate and up to date records in English and Arabic. Upon request all records and accounts must be produced at meetings.

REMEMBER

UNITED WE STAND, DIVIDED WE FALL

IHAVE READ AND UNDERSTOOD THE CODE OF CONDUCT AND HEREBY PLEDGE THAT I WILL HONOUR AND ABIDE BY THE CODE OF CONDUCT AND THE CONSTITUTION RULES FOR THE DRUZE COMMUNITY.

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.....DATE

SIGNATURE OF PERSON

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.....DATE

WITNESS SIGNATURE