



# Federal Government's Code of Ethics and Professional Conduct

Enclosed with Cabinet Resolution no. (79) of 2023



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## Objectives:

1. The Federal Government's Code of Ethics and Professional Conduct defines the ethical standards to be adhered to by the federal employees in order to maintain public trust, promote integrity, avoid conflict of interests, and protect the reputation of UAE's government.
2. This Document affirms the shared responsibility to promote a culture of ethics and integrity through cooperation between managers and employees.

## Scope of Application:

The code of ethics shall apply to employees of federal entities, which may issue detailed documents of professional conduct and ethics in line with the nature of their work.

## Government Employee Model:

Government employees are exemplary role models to be followed for their work ethics, embodiment of positive values, support and inspiration to others, knowledge of local and global changes and developments in a way that enhances competitiveness and performance levels.

## Guiding Principles:

The Document is based on ethical principles that promote integrity and professionalism, serve public interest, and provide the basic guidelines for employees' commitment to work ethics in the federal government as stipulated in the pledge to commit to principles of professional conduct and ethics of the general function attached hereto.

## Obligations of Federal Entities:

1. Consolidate institutional values and create a supportive work environment for employees.

2. Raise awareness of the culture and principles of the Code of Ethics and Professional Conduct Document and supervise the implementation and dissemination of this Document among employees, as deemed appropriate by the relevant entity.
3. Inform all the entity's employees of the Document content and ensure their adherence through electronically signing it.
4. Provide secure channels for reporting conduct that breaches the Code of Professional Conduct and Ethics of the General Function.
5. Investigate of the reported cases while providing privacy and protection for the reporting employees.
6. Impose penalties if an employee is proven to have breached the Code of Professional Conduct and Ethics of the General Function principles mentioned in the Human Resources Law and its regulations as well as relevant laws and legislations.

## Employee's Obligations:

1. Read and adhere to the Code of Ethics and Professional Conduct Document principles.
2. Inform their direct supervisor or the federal entity's HR Department of any Code violations mentioned in the pledge as soon as they occur or whenever they know of its occurrence.
3. Cooperate when held accountable in accordance with the Federal Government's approved official procedures and channels, relevant laws, and legislations.

## Final Provisions:

1. Employees shall play an important role in preserving their entities' integrity and reputation by adhering to the Code. Adherence to the Code and immediate reporting of any violations thereof is necessary as it helps maintain the public trust in the government.
2. Cases of non-compliance and violation of the Code shall not be taken lightly and shall be handled seriously by the entity. Therefore, all employees must adhere to the Code and sign the pledge attached hereto.

# Pledge to Commit to the Code of Ethics and Professional Conduct

**In my capacity as an employee in the Federal Government, I hereby adhere to the following:**

1. Integrity: I shall deal with integrity, honesty and professionalism while adhering to the highest ethical standards, and avoid engaging in any inappropriate or immoral conduct.
2. Compliance: I shall read and duly comply with all applicable laws, regulations, policies and any successive amendments thereto.
3. Confidentiality: I shall preserve the confidentiality of information and data and shall not share the same in a way that breaches what is authorized except after obtaining the required approvals in accordance with the relevant laws and regulations.
4. Conflict of Interests and Disclosure: I shall avoid any situation where my job duties conflict with my personal interests and report any potential conflict of interests to my employer.
5. Justice and Equality: I shall remain neutral, avoid bias when carrying out my responsibilities, justly deal with everyone and avoid showing any kind of favoritism.
6. Diversity and Inclusivity: I shall contribute to promoting diversity and inclusivity in the work environment and avoid any discriminatory conduct against individuals or groups.

7. Gifts and Bribes: I shall not accept, request, take or offer bribes. I shall not accept or offer any gifts unless they are in accordance with the relevant legislations.
8. Optimal Utilization of Government Resources: I shall use government resources for official purposes only and shall not use them to make any personal gains or benefits.
9. Adherence to Ethics of Using Social Media Platforms: I shall use social media responsibly and professionally at all times and shall not harm the reputation of the country or the entity where I work while also adhering to the relevant legislations.

## **Acknowledgment and Approval:**

I, the undersigned, \_\_\_\_\_, hereby acknowledge that I have read and understood the Code of Professional Conduct and Ethics of the General Function in the Federal Government Document and shall adhere to the same, otherwise I shall assume any accountability.



