

Kingdom of Saudi Arabia



No.

**Bureau of Experts at Council
of Ministers**

Date:

Attachments:

Your Excellency Rector of Majmaah University,

Referring to the Minister's letter No. 102 dated 23/1/1438 H announcing the decision of the temporary committee of the higher education council, dated 5/7/1438, stipulating the following:

Informing all universities to direct all faculty members to review and adhere to the code of conduct and public service ethics, and although I hereby attach a copy of the code of conduct and public service ethics, the attachment is not the same version referred to in the above decision,

Therefore, I hereby attach for your kind consideration a copy of the code referred to in the committee's decision as per the version issued by the cabinet's decision No 555 dated 25/12/1437, to be reviewed and signed by all faculty members, who should also get their own copies.

Best regards,

Secretary of the Temporary Committee of the Higher Education Council

Dr. Muhammad AbdulazizAssaleh

Kingdom of Saudi Arabia
555

Decision No.

The Cabinet
25/12/1437

Date:

The Secretariat

The Council of Ministers,

After reviewing the file received from the Royal Court No 15605 dated 27/3/1437 H including the letter of His Excellency the Civil Service Minister, dated 20/3/1437, about the code of conduct and public service ethics,

After reviewing the above code of conduct,

After reviewing the royal decree No 43 dated 29/11/1377 H,

After reviewing the civil service law issued by the royal decree No M/49 dated 10/7/1397 with its amendments,

After reviewing the employee discipline law issued by the royal decree No M/7 dated 1/2/1391 with its amendments,

After reviewing the cabinet decision No 81 dated 19/3/1430,

After reviewing the records No 551 dated 6/9/1436, No 789 dated 25/11/1436, No 860 dated 7/9/1437, and the memo No 129 dated 10/2/1437 prepared by the Bureau of Experts at the Council of Ministers,

And after reviewing the recommendation of the cabinet public committee No 3402 dated 26/11/1437, decides to approve the code of conduct and public service ethics as per the attached copy.

The Prime Minister

Kingdom of Saudi Arabia



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Code of Conduct and

Public Service Ethics

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1.1 Allah said: “And say, "Do [as you will], for Allah will see your deeds, and [so, will] His Messenger and the believers”. (SuratAttawba, verse 105)

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The Custodian of the Two Holy Mosques, king Salman bin Abdul-Aziz once said

“Since the era of the Founder King, may Allah have mercy on him, the country has always followed the policy of the open door, and his sons have also followed this policy as an aspect of ruling. This policy has become a true picture of the relationship between rulers and citizens and a turf to receive people who have suggestions and complaints, recognize their problems and solve them, grope their needs and look into their conditions.”

“I have set myself to carry on working according to these principles upon which the country was established since it was united so as to stick to the Islamic Law, preserve the unity, safety and stability of this country, and carry on what was initiated by our ancestors and that is achieved by seeking comprehensive development within the whole sectors of the kingdom, maintaining justice for all citizens and giving them the opportunity to fulfil their expectations and wishes in light of the country’s perspective and procedures.”

“I have made sure that all officials multiply their efforts to facilitate the citizens’ issues and secure them a dignified life, and this is the minimum of what we expect from those officials and we shall not accept any complacency. Therefore, I address all ministers and officials in all of their positions and say that we are all at the service of the citizen who is the core of our concern. We have recommended revising all of the country’s oversighting systems so as to enhance their specialty and upgrade their performance which contributes at the elimination of corruption, preserves the public money and holds accountable everybody who was negligent.”

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Introduction

Making a blog on career behaviour and general career manners enhances the values of civil service, upgrades the quality level and develops performance and citizens' service.

The blog of career behaviour and general career manners is considered as a general frame that has to be followed by a general employee. It is a blog that sheds light on the criteria, values and manners that the general employee should have while doing his duties. Therefore, it is a set of rules that will contribute, if Allah will, at effectively upgrading the quality level of the general service.

This blog is considered as a part of the job requirements of the employees of civil service as it has to be applied at all times, and every general employee is provided with a copy to read and follow.

Moreover, the employees will have a chance to get any clarification about this blog by all means either by the website of the civil service ministry or by holding training sessions in this regard. Violating the terms of this blog is considered a violation of the career duty for which disciplinary and penal procedures will be applied on the employee according to the law that the blog is based on.

It is worth mentioning that this blog includes the comprehensive general principles; therefore, it may not include all the criteria and rules of behaviour of all of the country's sectors. Thus, it might be required to add other criteria and rules that fit the special career or professional circumstances of those sectors.

And Allah guides to the straight path

Kingdom of Saudi Arabia



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**Experts' Association in Council
of Ministers**

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CHAPTER ONE

Preliminary Provisions

Definitions

Article 1:

For the purpose of this code, the following terms and concepts are defined.

1. Code: the code of conduct rules and the ethics of the public employment.
2. Public employment: tasks and civil responsibilities are done by the public employee in order to serve the public, which is monitored by the presidential authority.
3. Public employee: a person who engages civil job in the country whatever his work or his position.
4. The career behavior and the public employment: that in the content of his work to act his professional duties to achieve the objectives of his institute which is one of the interests.
5. Behavior rules: principals which are based on the general employee's behavior.
6. Integrity: personal behavior which characterized by neutrality and justice and to be committed with honesty, and not insulting the use of power or professional position to obtain personal benefits.
7. Transparency: it is the clarity, offering information and procedures dealt with inside the corporation for employees.
8. Clash interest: The case which has private interest for employee or other whether material or spiritual , direct or indirect , instant or probable effect on his subjectivity or neutrality in talking decision or stating an opinion has connection to his job.

Basics and Objectives

Article 2:

It is represented the Islamic ethics and morals which are the major source of employees' behaviours.

Article 3:

The blog aims at the following:

1. To develop the spirit of responsibility to employees in general.
2. To spread the values and professional principals of morality to employees and to be enhanced and professional should be committed with it.
3. To reinforce civilian's confidence by the services that rendered by country, and to fight corruption in anyway.
4. To develop the public culture of the employee by the interest of role that he acts and models of morality.
5. To enhance moral and professional values in relation to his head managers and colleagues and labors.

Responsibility, Validity and Accountability

Article 4:

These regulations are valid to all civil employees who work in the country including those employees in public foundations and institutes and also to those who work in various genders. Except for who issued to the blogs for private professional behavior according to the correlated systems.

Article 5:

Every public employee is responsible for what issued from him and for consistency of work in the bonder of his scope or field.

Article 6:

Going against the rules mentioned in this blog would lead to question the worker and take the disciplinary sanction according to the system.

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CHAPTER TWO

A Public Employee Duties

General duties

Article 7:

A public employee should do the following:

- 1- Staying away from any disturb that would reach to his job's honor and dignity whether it is in or out the company.
- 2- Customize his time to do his duties and work from home when needed.
- 3- Being accurate and secretariat with the demands that he received from his supervisor within the system and instruction.
- 4- Having integrity while doing his duties and demands with a professional accuracy.
- 5- Work on the objectives of those who is working for and purposes and achieve the public benefits
- 6- Complete transactions especially from the regulatory authority with accuracy and speed within his limits.
- 7- Making sure to follow the system and knowing the teaching regulations without crossing the line or neglect anything.
- 8- Working on evolving his knowledge and skills to practice on his efficiency level.
- 9- Holding on his morality.
- 10- Holding on his fidelity and loyalty for his country.

- 11- Preserve the purpose of his job and make sure to be trusted.
- 12- Preserve safety.
- 13- Being objective in his behavior with natural working and with no distinction.
- 14- Taking responsibility in his job and being accurate with his decisions.
- 15- Preserve a good look according to the traditions and customs.
- 16- Being honest in any official investigation and justify according to his duties if asked.
- 17- Taking the accurate actions to maintain the confidential information and saving it from fraud or using and editing it or detect it without a permission.

Employee's Duties for Audiences

Article 8:

The employee should put in mind the following:

- 1- Show respect for other with no exception and dealing with the audience with a good respect, natural and objectivity.

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- 2- Seeking the Public confidence through his honesty, responsiveness and proper behaviour in all his work in line with the regulations and instructions.
- 3- Answering the public's inquiries and questions. And completing their dealings accurately, objectively and quickly.
- 4- Taking Care and providing help and assistance with compassion in dealing with the public, especially persons with disabilities, old people and women.
- 5- Dealing with documents and personal information of the public discreetly and according to regulations and instructions.
- 6 –Refraining from any action that adversely affects public confidence.

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The duties of the employee to his superiors

Article 9

The employee should take into account in his actions toward his superiors as follows:

- 1- Implementing the instructions of his superiors in the sequence of line management and if these instructions are contrary to the rules of the laws and regulations, he must inform his superiors in writing.
- 2- Dealing with his superiors respectably and provide them with his own right choice, advice and experience objectively and truthfully to serve the interest of work

The duties of the employee to his co- workers

Article 10

The employee should take into account in his actions toward his co-workers as follows:

- 1- He should deal with his colleagues respectably, decently, and honestly. He should maintain a proper and friendly relationship with them without discrimination and to ensure respect for their privacy and refrain from exploiting any information related to their own lives with the intent to hurt them.
- 2- Dealing with colleagues, sharing his views with high professionalism and objectivity. Moreover, providing them with assistance as much as possible to solve the problems they face in the work.

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The duties of the employee towards his subordinates

Article 11

The employee should take into account in his actions toward his subordinates as follows:

- 1- He should be a good example for his subordinates in terms of being adherent to regulations and instructions.
- 2- He should develop the skills of his subordinates and motivate them to improve their performance through training and other techniques.
- 3- Knowledge and experience that he gained should be transferred to his subordinates and he should encourage them to increase the information exchange.
- 4- He should supervise, follow up and evaluate his subordinates objectively. He should question the negligent and seek to provide them with plenty of training opportunities according to the related regulations and instructions.
- 5- He should respect the rights of his subordinates and deal with them without bias or discrimination.
- 6- The instructions and directives to his subordinates should be in written form as much as possible.

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Prohibitions related to Information and Documents

Article 13:

It is prohibited the public employee the following:

- 1- To reveal the secure information and documents which are important either he still works or resigned.
- 2- To inform the media or social media about decisions which are understudy at his work.
- 3- To criticize the government through the local or foreign media.
- 4- To publish proclamations or speech against the government policy or against the political regulations, not even sign or issue it.

Prohibitions related to public funds

It is prohibited the public employee the following:

- 1- Embezzling, wasting the public funds or using it in illegal manner.
- 2- Exploiting the establishments of the government toward his personal profit, or even being careless about it.
- 3- To take care of the properties which are related to his job or not return them after use.
- 4- Using the public properties when he is in the position of the work in order to facilitate his personal benefits or other people's benefits, unless the system allows to do that.

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Prohibitions Related to Gifts and Privileges

Article 15:

It is prohibited the public employee the following:

- 1- To accept gifts or services offered to him directly or indirectly and any privilege that may affect directly or indirectly his integrity in the implementation of his functional tasks or his decisions to commit to or refrain from work.
- 2- To accept any honoring, medal, gift or prize from any external government without official assent.
- 3- To accept any special facilities or discounts on special purchases from suppliers who have official transactions with his side.
- 4- To use any information obtained from his work for service or for special treatment from any other side.

CHAPTER FOUR

Employee Duties and Responsibilities Related to the Use of Technology

The Use of Technical Devices

Article 16:

Every public employee who has been provided with a computer, Fax or any other technical device should:

- 1- Take all the necessary action to maintain the device.
- 2- Not download any program on the device only after the review of the competent department.

- 3- Use the device carefully and make sure to switch off the device before leaving the workplace.
- 4- Keep the password and the secret information found on every device safe and not to disclose it to others.
- 5- Not use the device only for work issues.
- 6- Not use the device to log in others' accounts to get private or public information or data only for work issues and from competent department.

Dealing with Internet

Article 17:

Every public employee who has access to Internet should:

- 1- Commit to use the Internet only for work issues or to improve his capacities and skills related to his job.
- 2- Commit to the conditions and the requirements of the files intellectual property rights and take into consideration the conditions of Use License.
- 3- Immediately inform the competent department in case of any unusual matter related to the network.
- 4- Not download any unethical or illegal text or picture on the device.
- 5- Not download irrelevant files like video or multimedia files.
- 6- Not use the network to try logging in or sneaking into other networks or illegal issues.

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Dealing with e-mail:

Article 18:

The public employee who is devoted to him an e-mail should:

- 1- Never use this e-mail to create and send non-work-related e-mails.
- 2- Never open or resend any unexpected message from non-reliable source or download any attached file without coordinating with the competent department.
- 3- Not object to censorship over this e-mail by the authorized staff from entity in which he works for.

Chapter Five

Conflict of interest and anti-corruption

Conflict of interest

Article 19:

- 1-An employee should disclose in writing to the administration which determined by his department for any possible conflict of interest cases.
- 2-An employee should not participate in making any decision can affect directly or indirectly to award a contract for a relative.
- 3- Conflict of interest cases include:
 - A- Presence a benefit between the employee and the contracting authority which began in the footsteps of hiring a functional part, whenever the employees have a reality or potential role on the contracting.

B- Presence of relatives to the fourth degree between the employee and the person who is a candidate for the job, whenever the employment depends on the decision or opinion of the public employee.

Article 29:

In order to combat corruption, the employee must:

- 1- Notify his immediate superior in writing for any transgression of the rules and regulations.
- 2- Inform the competent authorities about any corruption aware of it during his job.
- 3- Cooperation with the competent administrative, financial and criminal investigation agencies.
- 4- Inform his direct supervisor immediately if he was offered a bribe, and the president to take the necessary action, prepare a report of the incident and inform the competent authorities.

Chapter Six

Government agency obligations to the public employee

Article 21:

The government agency must:

- 1- Published on this blog on its website and define it to the employee and tell him that he must abide by its provisions.
- 2- Create a safe and healthy environment for employees meet the basic requirements for the performance of his work.
- 3- Encourage entrepreneurship and innovation and provide an opportunity for employees to suggest ways to improve the work and services, in an atmosphere of trust and mutual understanding.

4- Apply the rules, regulation and relevant resolutions fairly and equitably without discrimination.

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Final Provisions

Article 22:

Newly appointed employees have the right to look at all rules and regularities that are related to their work and responsibilities toward the job.

Article 23:

Personnel affairs and the likes are obliged to raise the awareness of the career behavior, the career ethics and sending copies from the code of conduct to all departments.