

 <p>UR ADVISORY GROUP مجموعة أور الإستشارية</p>	UR Document Management System (DMS)		Page 1 of 2
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‘Code of Conduct and Business Ethics’

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1. Introduction: At UR Advisory Group, we are committed to upholding the highest standards of integrity, transparency, and accountability in all aspects of our operations. Our reputation is built upon the trust of the communities we serve, our donors, partners, and stakeholders. This Code of Conduct and Business Ethics outlines the principles and guidelines that govern the conduct of all individuals associated with our organization, including employees, volunteers, board members, and partners.
2. Compliance with laws and regulations: We are committed to complying with all applicable laws, regulations, and legal obligations in every jurisdiction where we operate. This includes, but is not limited to, laws related to human rights, labor practices, environmental protection, and anti-corruption.
3. Integrity and honesty: We conduct all of our activities with honesty, integrity, and fairness. We do not tolerate any form of dishonesty, fraud, or deception in our interactions with stakeholders, including beneficiaries, donors, partners, and colleagues.
4. Respect for human rights: We respect and uphold the fundamental human rights of all individuals, regardless of race, ethnicity, religion, gender, disability, or any other characteristic. We are committed to promoting equality, diversity, and inclusion in all aspects of our work.
5. Confidentiality: We recognize the importance of maintaining the confidentiality of sensitive information entrusted to us by our stakeholders, including personal data, financial information, and strategic plans. We ensure that such information is only accessed and disclosed on a need-to-know basis and is protected from unauthorized access or disclosure.
6. Conflict of interest: We avoid conflicts of interest and ensure that our personal interests do not interfere with our duties and responsibilities to the organization. If a conflict of interest arises, we disclose it promptly and take appropriate steps to manage or mitigate it in the best interests of the organization.



7. **Transparency and accountability:** We are transparent about our activities, decisions, and use of resources. We maintain accurate and complete records of our financial transactions and activities and provide regular reports to our stakeholders. We welcome feedback and scrutiny from stakeholders and are accountable for our actions and decisions.
8. **Responsible stewardship:** We are committed to responsible stewardship of the resources entrusted to us, including financial resources, human resources, and natural resources. We strive to maximize the impact of our work while minimizing waste, inefficiency, and harm to the environment.
9. **Non-discrimination and harassment:** We do not tolerate discrimination, harassment, or any form of bullying or intimidation in the workplace or in any interactions related to our work. We provide a safe, inclusive, and respectful environment for all individuals associated with our organization.
10. **Reporting violations:** We encourage individuals to report any suspected violations of this “Code of conduct and business ethics” promptly and without fear of retaliation. Reports can be made through info@ur-advisory.org. All reports will be treated confidentially and investigated thoroughly, and appropriate corrective action will be taken where necessary.
11. **Compliance and Enforcement:** All individuals associated with UR Advisory Group are expected to familiarize themselves with this Code of Conduct and Business Ethics and comply with its principles and guidelines. Violations of this Code may result in disciplinary action, up to and including termination of employment or other relationships with the organization.