

2022/2023



KFA CODE OF CONDUCT



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(Kuwait FA Code of Conduct)

Introduction:

This code of conduct sets out:

- 1- The behavior expected of all the KFA's Family Members.
- 2- The code of conduct also sets out the obligations of KFA's Management, Decision Making Bodies\Members and Directors in conjunction with responsibilities of KFA's Family Members.
- 3- The Code of Conduct reflects transparency in dealing with daily business of KFA.
- 4- The Code of Conduct also reflects the Conflict of interests to avoid any personal, financial or other interests that might hinder the capability or willingness to perform the job duties.
- 5- Corruption: gifts & favor rules: in this Code of Conduct we discourage KFA's Family from accepting gifts from partners or others. We prohibit briberies for the benefit of any external or internal party.
- 6- Compliance with law: All KFA's Family Members must protect KFA's legality. They should comply with all environmental, safety and fair dealing laws. We expect KFA's Family Members to be ethical and responsible when dealing with KFA's finances, business, partnerships and public image.

P.s.: *In recognition of the collaborative nature of the KFA's relationship with its staff, representatives and all football stakeholders in the region, the various persons who are subject to and bound by this Code of Conduct are referred to collectively as the "KFA family" throughout this document.*



Article (1):

Scope of Application

This Code of Conduct applies to:

- KFA employees: All persons engaged in full or part-time service with the KFA under a contract of employment (whether on a permanent, fixed-term or another basis). This includes, without limitation, the KFA General Secretary, KFA Directors, Heads of Departments \Divisions and all other KFA staff members.
- All persons who are elected, appointed, authorized and/or assigned by the KFA to carry out a function and/or who otherwise represent the KFA in an official capacity. This includes, without limitation, the KFA President, the members of the KFA Executive Committee and other KFA Committees, all persons appointed to exercise an official function for, or on behalf of, the KFA at any match, competition, function, course or other events organized by the KFA, and any volunteers engaged by the KFA in connection with its events and competitions. Furthermore, while this Code of Conduct is specifically written for the abovementioned persons, the KFA also expects all contractors, consultants, service providers and others who may be temporarily engaged in the performance of work or services for the KFA to follow the Code of Conduct in connection with their work for the KFA. Any failure of an KFA contractor, consultant or other service provider to follow this Code of Conduct may result in the termination of their relationship with the KFA.

Article (2): Purpose of the Kuwait FA Code of Conduct

The observance of the principles set out in this Code of Conduct are essential to the KFA and its objectives, in particular the delivery and realization of its Vision and Mission.



The KFA's employees and other representatives play a key role in the protection, promotion and improvement of football in Kuwait, and must show a commitment to the unifying, educational, cultural and humanitarian values that underpin the game, as well as the key concepts of fair play and integrity of conduct.

The core values of unity, professionalism and leading by positive example should be reflected by all those acting for, or on behalf of, the KFA in all that we do in order to ensure that the KFA's competitions, matches and the conduct of its people conform to the highest ethical and sporting standards.

P.s.: The KFA takes a zero-tolerance approach to any form of illegal, immoral or unethical behavior by its employees and other representatives.

Article (3): Duty to Report

Members of the KFA family must immediately report any conduct or behavior which is or which might be considered to be a violation or potential violation of this Code of Conduct or any other KFA rules or regulations.

An omission to report any such violation shall be considered to be a violation or potential violation of this Code of Conduct.

Reports can be made directly via email to the following email address [kuwaifa@kfa.org.kw]. In case of any doubt as to whether a report should be made or to whom a report should be made, individuals are encouraged to seek guidance from the KFA's General Secretary or KFA's Int'l Relations Director. The KFA handles all reports of misconduct confidentially (to the extent practically and legally possible).



P.s.: The KFA does not tolerate any form of retaliation against individuals who report violations of this Code of Conduct.

Article (4): Compliance:

Compliance with the Code is mandatory. You are expected to be familiar and comply with the Code in the performance of your duties. As well, you are expected to understand your obligations under ISC policies. On an annual basis all employees and members of the Board are required to sign an Annual Acknowledgement of Corporate Policies form. Those of us who fail to abide by the Code and ISC's policies will be subject to disciplinary action, up to and including dismissal or prosecution.

Article (5): Core Principles for Behavior and Conduct

All persons bound by this Code of Conduct shall comply with the following principles at all times:

- Integrity and ethical behavior: Members of the KFA family must behave ethically and act with integrity.
- Respect, dignity and fair play: Members of the KFA family must treat everyone with respect in order to create a positive work environment. act with dignity at all times when carrying out duties and functions. The KFA also believes in the importance of fair play.
- Zero tolerance of discrimination and harassment, Zero tolerance of bribery and corruption.
- Safeguarding children and young people.
- Team mentality: Teamwork is essential, both on and off the pitch.
- Political neutrality and Compliance with laws and regulations Acting in the best interests of the KFA and avoiding conflicts of interest.



- Transparency: Transparency is a key component of good governance.
- No betting or match manipulation

Article (6): Consequences of Non-Compliance

The KFA expects all persons who are subject to and bound by this Code of Conduct to know and follow the above-mentioned principles. Failure to do so may result in disciplinary and/or other action being taken against the relevant individual, including termination of contracts (subject to applicable laws).

Article (7): Enforcement

This Code of Conduct was ratified & adopted by the KFA Board of Directors in its meeting (No. 4/2022) dated **02.08.2022** and shall come into force as of the date of publication.

