



منظمة حمورابي لحقوق الانسان
Hammurabi Human Rights Organization

**Administrative, Financial and Human Resources Management,
Regulations of
Hammurabi Human Rights Organization**



❖ Working System of Executive Bodies

Confirmed by the Sixth electoral conference of the organization on 28/May 2021

Article 1/ Administrative Regulations was issued according to Article 13 – Third - Paragraph M of the organization's bylaw.

Article 2/ the terms mentioned in these Regulations are based on the identifications and concepts used in the bylaw of the Organization.

Section One / Definition and Tasks

Chapter One / Definition

Article 3/ this system identifies and organizes the work of the executive bodies of the organization, based on bylaw of the organization.

Article 4/ Executive Bodies are:

4-1: Board of Directors (administrative board): consisting of:

4-1-1: the president

4-1-2: Branches

4-1-3: committees

4-1-4: executive office

4-1-5: other members identified by the General Commission.

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4-2: the offices of the coordinators of the organization in the working fields.

4-3: contracting employees: employees hired for offices, programs and projects using contracts according to the Administrative and Financial System.

4-4: volunteers/ advisors of the organization.

Article 5/ the administrative structure: the organization's administrative structure includes:

5-1: Board of Directors (administrative body):

5-2: Branches.

5-3: Committees.

5-4: Executive Office.

5-5: Coordinators.

5-6: Programs and Projects Managers.



Chapter Two / Tasks

Article 6/ authorities and tasks of the Administrative Board:

- 6-1: preparing strategic plans, programs and working to implement them.
- 6-2: preparing emergency plans according to the decision of the General Commission.
- 6-3: preparing recommendations for the general budget of the organization's programs and working to implement them.
- 6-4: Approving the annual plans, the estimated annual budget, the annual report and the annual financial report.
- 6-5: preparing systems and regulations.
- 6-6: issuing regulations and instructions according to the internal system.
- 6-7: Auditing the accounts of the organization by a legally approved body.
- 6-8: Approving appointing and signing contracts for employees for the organization.

Article 7/ authorities and tasks of the Committees:

7-1: Development, Programs and Projects Committee:

- 7-1-1: preparing projects and submitting them to the funding parties with the approval of the Administrative Board.
- 7-1-2: supervising the implementation of Programs and Projects.
- 7-1-3: preparing the final reports for the Programs and Projects.
- 7-1-4: nominating the workers of the department for the Administrative Board.
- 7-1-5: coordinating with the executive office of the organization when preparing programs and projects and carrying out the follow up task.

7-2: Administrative Committee:

- 7-2-1: human resources development and training.
- 7-2-2: managing the affairs of the Volunteers / Advisors.
- 7-2-3: organizing contracts with employees of the organization and organizing individuals' archives.
- 7-2-4: organizing correspondence and the General Administration's affairs.
- 7-2-5: coordinating with the executive office of the organization in regards to Human Resources Management.

7-3: Financial Committee:

- 7-3-1: general financial management.
- 7-3-2: preparing trial balances and bank statements.
- 7-3-3: coordinating with the executive office of the organization in regards to the management of the financial resources.

7-4: Public Relations Committee:

- 7-4-1: Building internal and external relations.
- 7-4-2: helping the programs' committee to receive funding.
- 7-4-3: helping the media committee to write reports.

7-5: Media Committee:

- 7-5-1: website administration.
- 7-5-2: issuing press releases and organizing conferences.
- 7-5-3: building relations with the Media.



- 7-5-4: building a library allocated to human and minorities' rights.
- 7-5-5: appointing the chief of the committee, who will be a member of the Administrative Board.
- 7-6: Documentation and Monitoring Committee:
 - 7-6-1: training volunteers on monitoring and documenting violations and on writing reports.
 - 7-6-2: establishing a database for violations that have been carried out.
 - 7-6-3: preparing annual, seasonal and monthly reports' draft for human rights violations and about minorities.
 - 7-6-4: submitting the reports to the Administration Council to be ratified.
- 7-7: Legal Committee:
 - 7-7-1: keeping track of issued laws and resolutions and evaluating how it fits with the constitution and with international laws.
 - 7-7-2: offering legal advice to the Administrative Board based on their need.
 - 7-7-3: organizing contracts, memorandums of understanding MoUs and keeping track of the organization's legal obligations.
- 7-8: Women and Children Committee:
 - 7-8-1: carrying out development programs for women in regards to educating women about their rights.
 - 7-8-2: holding courses and workshops to raise awareness about women and children rights.
 - 7-8-3: keeping track of and developing educational and health conditions of women and children.
- 7-9: Relief Committee:
 - 7-9-1: training staff to provide relief to citizens whom are victims of disasters.
 - 7-9-2: preparing databases of victims of violence and disasters.
 - 7-9-3: preparing reports about conditions of victims of violence and disasters and sending the reports to the Administration Council.
 - 7-9-4: offering material and moral aid to victims of violence, terrorism and disasters.

Article 8/ Authorities and Tasks of the Executive Office:

- 8-1: representing the organization, as a legal entity in the geographic territory assigned to it according to the laws and authorities given by the Administration Council.
- 8-2: carrying out plans and work given by the administration Council.
- 8-3: providing and preparing recommendations for the annual plan, estimated budget, projects, and offering recommendations for appointing employees.
- 8-4: providing annual and monthly financial and achievements reports to the Administration Council.
- 8-5: supervising the coordinators and keeping track of the daily tasks and other obligations in the geographic territory appointed to.

Article 9/ Authorities and Tasks of coordinators within Iraq and abroad:

- 9-1: representing the Executive Office, within a governorate or a region.
- 9-2: carrying out plans and work given by the Executive Office.



9-3: keeping track of daily activities and other obligations in the territory under the supervision of the executive office.

9-4: the organization's coordinator is responsible for the organization's office in the governorate of region.

Section Two / Administration Council (Administrative Commission)

Chapter Three / Mechanisms to Execute Tasks

Article 10/ Administration Council (Administrative Commission) is the highest executive authority in the organization, takes responsibility in front of the General Commission.

Article 11/ mechanism to execute the tasks of executive office are identified by a working list issued according to this system, and the Administrative Commission has to give instructions and necessary administrative orders to undertake the inner laws and the administrative and financial laws.

Chapter Four / General Commission oversight over administrative orders and instructions

Article 12/ the General Commission has the authority to stop working according to administrative orders or instructions issued by the Administration Council (Administrative Board), in case the General Commission finds these orders or instructions in contradiction with the Bye-Law, while providing justifications, the Administrative Council has to amend its administrative orders and instructions during one week starting from the date of being informed of the decision of the General Commission.

Article 13/ commissions or those working in the organization has the right to issue a complaint to the president of the Administration Council in regards to instructions or orders issued by the Administration Council.

Administrative System

Confirmedly the Sixth electoral conference of the organization on 28/May 2021

Article 1/ Administrative Regulations was issued according to Article 13 – Third - Paragraph M of the organization's bylaw.

Article 2/ the terms mentioned in these Regulations are based on the identifications and concepts used in the bylaw of the Organization.

Article 3/ the Administrative Regulations is a set of rules that control the Administrative authority with respect to organization, activities, structure, authorities, and duties, and identifies the relationship between the commissions and the members of the organization, the provisions of these Administrative Regulations apply to all commissions and entities of the organization.



Article 4/ the organization has a LOGO used in all its official documents.



Article 5/ the Administration Council can edit or change the LOGO with a resolution.

Section One / Official Correspondence

Chapter One / Administration Council (Administrative Commission) Correspondence

Article 6/ the Administration Council circulates the rules and regulations approved by an official letter signed by the Chairman of the Administration Council or by the secretary of the Administration Council addressed to the committees and the Executive Office.

Article 7/ the Administration Council issues its decisions by an official letter titled (decision number) signed by the chairman of the Administration Council or by the secretary of the Administration Council addressed to the committees and the Executive Office, and appointing managers is included in these decisions.

Article 8/ the chairman of the Administrative Council issues his decisions by an official letter titled (decision number) and addressed to the targeted party and a copy of it to the secretary of the Administrative Council, the invitation to hold the Administrative Council meeting is included in these decisions.

Article 9/ the Administration Council Secretary circulates the schedules and the meeting records of the administration, and sends messages, invitations and documents, using official letters that are sequential and dated.

Chapter Two/ Executive Office Correspondences

Article 10/ the Executive Office submits recommendations and correspondences to the Administration Council signed by the manager of the Executive Office using official, sequential and dated letters, or using a memorandum by the chairman of the Administration Council.

Article 11/ the Executive Office issues the required instructions to follow and laws and regulations and circulate them among the coordinators and project managers by official, sequential and dated letters signed by the director of the Executive Office and according to the orders of the chairman of the Administration Council throw different communication networks.



Article 12/ the Executive Office issues the administrative orders and circulates them by an official letter titles (Administrative Order Number ?) signed by the director of the Executive Office and addressed to the targeted party with a copy to the Administration Council.

Article 13/ all correspondences between the Executive department of the organization and official or nonofficial parties are by official, sequential and dated letters, signed by the director of the Executive Office.

Article 14/ the director of the Executive Office have the authorization of the project managers and the coordinators to sign correspondences in the name of the Executive Office with an official of a nonofficial party.

Chapter Three/ Executive Office Manager Correspondences

Article 15/ Only when necessary, and when it's not possible to hold a meeting for the Administration Council, the director of the Executive Office has the authorization issue Administrative decisions and circulate them with an official letter titled "Administrative Decision number" And signed, then addressed to the targeted party with a copy to the Administration Council according to laws and regulations.

Article 16/ The correspondences of the Executive Office of the organization with the official or nonofficial parties will be directed using official, sequential and dated letters signed by the director of the Executive Office.

Article 17/ the director of the Executive Office will direct dated memos to the Executive Office to keep copies of it in a special file, phone calls and other communication methods are included in these memos.

Chapter Four/ Coordinators and Project Managers Correspondences

Article 18/ Coordinators and Project Managers will send recommendations and correspondences using dates memos to the Executive Office signed by the Coordinators and Project Managers.

Article 19/ the Coordinators and the Project Managers have authorization to issue internal laws that will be applied within the sphere of their governorate or region or department or project they have authority over while taking into account the laws, regulations and instructions using the title (Internal Law number), they shall send a copy to the Executive Office and the Administrative Council (Administrative Board).

Article 20/ the Coordinators and the Project Managers, if authorized, can address official and nonofficial entities on behalf of the director of the Executive Office or the chairman of the Administrative Council using official, sequential and dated letters according to the system, with a copy being sent to the Executive Office and the Administrative Council.



Article 21/ the Coordinators and the Project Managers have the authorization to address the official and nonofficial entities below, international and local organization, offices and other departments of the organization using official letter or memos or email or other available communication methods, with a copy being sent to the Executive Office and the Administrative Commission.

Section Two / Methods of Correspondence

Chapter Five / Official Letters Wording

Article 22/ the format used in correspondence is adopted according to the working location to word the organization's official letters.

Article 23/ you must rely on legal articles and paragraphs and given authorization to issue decisions or resolutions.

Article 24/ official letters or memos or messages sent throw email are considered complete even when lacking a signature, and the email of the sender is considered as a substitute for signature.

Chapter Six / Used Languages

Article 25/ languages used in official dialogues by the organization are Arabic, Kurdish, Assyrian and English.

Article 26/ the Administrative Commission has to provide all basic documents of the organization in Arabic, Kurdish, Assyrian and English, and the organization's offices in governorates and regions must provide these documents in the most common language in that governorate or region.

Section Three / Contracting Employees

Chapter Seven / Executive Office Director and the Coordinators

Article 27/ Terms of Appointment; Executive Office Director:

27-1: 25 years old or older.

27-2: has a university degree or a diploma.

27-3: to have no diseases or disabilities that limit his potential to perform his work.

27-4: good reputation and not convicted of a crime or a non-political felony.

27-5: to have spent more than 2 years as a contracting employee or a volunteer with a Civil Society Organization, or to have experience with similar institutions.

27-6: the following are preferential conditions that would be put into consideration (proficient in more than one language, capable of using a computer, training certificates, work in the same field previously)

27-7: affirmative action will be applied in case (being a minority or a female or a handicap as long as his disability doesn't affect his work).

27-8: able to travel and move freely.

27-9: to sign a document ensuring his commitment to the principles and values of the organization and all of the organization's laws and regulations.

Article 28/ Terms of Appointment; Coordinators and Project Managers:



28-1: to be at least 18 years old.

28-2: holding a high school certificate or an equivalent.

28-3: to have no diseases or disabilities that limit his potential to perform his work.

28-4: good reputation and not convicted of a crime or a non-political felony.

28-5: the following are preferential conditions that would be put into consideration (worked in an organization under a contract or as a volunteer or was a member of a Civil Society Organization for more than a year, proficient in more than one language, able to use a computer, training certificates, work in the same field previously)

28-6: affirmative action will be applied in case (being a minority or a female or a handicap as long as his disability doesn't affect his work).

28-7: able to travel and move freely.

28-8: to sign a document ensuring his commitment to the principles and values of the organization and all of the organization's laws and regulations.

Chapter Eight / the rest of the contracting employees

Article 29/ Terms of Appointment; the rest of the contracting employees:

29-1: to be at least 18 years old.

29-2: to have no diseases or disabilities that limit his potential to perform his work.

29-3: good reputation and not convicted of a crime or a non-political felony.

29-4: the following are preferential conditions that would be put into consideration (Certificates and Diplomas, worked in the network as a contractor or a volunteer, proficient in more than one language, able to use a computer, training certificates, work in the same field previously)

29-5: affirmative action will be applied in case (being a minority or a female or a handicap as long as his disability doesn't affect his work).

29-6: : to sign a document ensuring his commitment to the principles and values of the organization and all of the organization's laws and regulations.

Section Four / Contracts of Employment

Chapter Nine / Preparing and Signing Contracts of Employment

Article 30/ all Contracts of Employment will be prepared by the Administration Committee with the help of experts and specialists in the legal and administrative fields, the original copies of all contracts will be saved by the Committee.

Article 31/ all Contracts of Employment ends on the 31st of December of each year regardless of the date of the contract, the contract will be renewed after the consent of both parties at the beginning of the new year.

Article 32/ the chairman of the Administration Council is the only one authorized to sign Contracts of Employment with the directors of the executive offices and the coordinators.



Article 33/ the Executive Office Director is responsible for signing contracts with the rest of the Contracting Employees, and he has the right to give authorization for contractors to sign Contracts of Employment with the rest of the contracting employees.

Article 34/ Conditions enlisted in Employment Contracts related to programs and projects must be in harmony with the organization's partnerships or the funding of other parties.

Chapter Ten / General Conditions to Terminate or Rescind Contracts

Article 35/ the General Conditions to Terminate or Rescind Contracts:

- 35-1: if the period of the contract ended and the contract wasn't renewed.
- 35-2: if both parties agreed to terminate the contract.
- 35-3: contractor's death.
- 35-4: if the contractor had a disease or a disability that would prevent him from working for more than 3 months.
- 35-5: if he is doesn't show up for work for an uninterrupted week without an legitimate excuse after contracting him using the means available to ask him to show up for work for 5 days and he didn't show up.
- 35-6: if the contractor used fraudulently a different identity at work or it's proven that he forged the certificates, IDs and papers that were used to give him the contract.
- 35-7: if his deliberate mistake caused a great loss that affected the organization or its funds.
- 35-8: if he was arrested or convicted of a crime, or non-political felony.
- 35-9: if he disclosed or exposed information related to work that he's not allowed to leak and that led to materiel or moral loss for the organization.

Chapter Eleven / Legal Consequences for Contracts of Employment

Article 36/ the Chairman of the Administration Council has to take fundamental legal actions when the manager or coordinators breach the terms of the contract due to causing material or moral harm to the network and in case the reasons that led to the contractor's punishment or termination are under the penal code in force then the contractor shall be referred to the Judiciary.

Article 37/ the Executive Office Director has to take fundamental legal actions when terminating the contracts of the rest of the Contracting Employees due to causing material or moral harm to the network and in case the reasons that led to the contractor's punishment or termination are under the penal code in force then the contractor shall be referred to the Judiciary.

Article 37/ The Director of the Executive Office must take the necessary legal measures when the rest of the employees violate the terms of the contract in a way that causes material or moral damage to the organization and refer the contractor to the judiciary if the



reasons that led to his punishment and dismissal fall under the provisions of the penal code in force.

Section Five / Rights and Obligations of Contracting Employees

Chapter Twelve / General Rights of Contracting Employees

Article 38/ salaries, wages and bonuses are set in the Contracts of Employment.

Article 39/ holidays are regulated by instruction issued by the Administration Council.

Article 40/ Contracting Employees are given an ordinary vacation with full salary that doesn't exceed 12 days per year.

Article 41/ the organization shall give a vacation that doesn't exceed 7 days and based on the request of the contractor in the following occasions: his marriage, the death of his wife or one of his relatives.

Articles 42/ the contractor deserves a sick leave for 3 days each time and if he isn't cured he'll be offered a non-paid sick leave.

Article 43/ pregnant women shall be give paid maternity leave for no more than 50 days include 10 days before giving birth and this leave shall not be included in her annual vacations.

Article 44/ the authority to allow a leave is given to the manager or the direct official.

Article 45/ the direct officials shall determine when contractors can use their ordinary vacations as long as it doesn't damage the work or the best interest of the organization while putting into considerations the contractors' right to have their ordinary vacations.

Article 46/ the organization shall help with the medical expenses of the contractors, and the Administration Council can contract with specialized institutions as a method of providing social and health insurance for its employees depending on the organization's ability.

Article 47/ the organization will participate in compensating the contractor that is subject to materials losses or injuries during his work or as a result to it that did not occur due to his mistakes or neglect, an investigative committee shall be formed to estimate the damages and to estimate the amount of the compensation.

Article 48/ if a contractor dies as a result to an injury during his work, the organization will give his family financial aid estimated by the Administration Council, the compensation shall be given to the legal heirs of the deceased contractor according to a legal notice issued by the specialized court to prevent any conflict that might rise between the organization and the heirs of the deceased contractor.



Article 49/ the organization will provide means of transportation or expenses of transportation to and from the workplace after the end of the job and according to the organization's ability.

Chapter Thirteen / General Obligations of the Contracting Employees

Article 50/ the organization's contracting employees has to abide by its principles and values and sign a certificate in this regards.

Article 51/ the contractor shall do the following:

51-1: show up to work during working time and only leave when having the permission of the direct official.

51-2: obey and implement the daily work instructions with honesty and sincerity to serve the goals of the organization.

51-3: taking care of equipment, machines and work tools, maintaining them and returning them to their allocated places at the end of the daily work, not using them for personal benefit.

51-4: maintaining personal secrets of the organization, its staff, partners and beneficiaries of its programs.

Section Six / Volunteering working for the Organization Chapter Fourteen / Volunteering

Article 52/ Volunteering is the effort made by anyone to his society with no intention of receiving anything in return, the effort can be financial or physical or intellectual offered by consent and conviction aiming to participate in considered interests needed for a section of the society, in order to participate in the general effort of the institution which works on development projects.

Article 53/ the organizations works hard to attract volunteers, by offering a sphere for them to give efforts in the field of its development activities.

Article 54/ the organization gives special interest in volunteering in cases of emergency and dedicates a portion of its capabilities to support volunteers and offer a proper work environment.

Chapter Fifteen / the Volunteers and the Advisors of the organization

Article 55/ Administration Council; an elected commission by the conference and the advisors of the General Commission which takes responsibility in front of the General Conference, and the members of the Administrative Commission are volunteers of the network and take responsibility in front of the commission, the provisions of the internal system apply to them.



Article 56/ everybody can apply to be a volunteer for the organization, volunteers of the organization has to abide by the principles and values of the organizations and sign a certificate in that regards.

Article 57/ the Administration Council has to publish a list regarding the affairs of the volunteers that aren't members of the organization.

Section Seven / Identification Documents in the Network

Chapter Sixteen / Identity Cards and Stamps

Article 58/ the organization has identification documents such as Identity Cards, Stamps and official letters design.

Article 59/ the Administration Council issues regulations and instructions to organize the distribution of IDs for the organization's contracting employees and volunteers, in addition to instructions to issue temporary IDs for those working on short-term projects, and it carries out preparing and designing the official letters and stamps.

The Financial System

Confirmedly the Sixth electoral conference of the organization on 28/May 2021

Article 1/ this Financial system was issued according to Article 13 – Third - Paragraph M of the organization's bylaw.

Article 2/ the terms mentioned in this system are based on the identifications and concepts used in the bylaw.

Article 3/ the Financial System is considered the foundation stone for the integration of the other internal systems, the majority of the financial activities and operations go throw it, this system has special importance especially in the organization due to being influential to its current and future decisions.

Article 4/ the provisions of this system apply to all the commission and formations of the organization.

Section One / Cashing Orders

Chapter One / People who Order the Cashing

Article 5/ the chairman of the Administration Council is the one who can order cashing of the organization's funds according to its General Budget.

Article 6/ directors of Executive Offices, Coordinators and Directors of projects and programs can be authorized to give orders to cash funds according to regulations and instruction set by the Administration Council.

Chapter Two / Fund Cashing Requests



Article 7/ in order to cash any amount of money according to the budget of the organization or the budget of the programs or projects, there has to be a written approval by the ones who can cash funds or the ones authorized to cash funds.

Article 8/ accounts must refuse to cash any amount of money if not accompanied by the approval of the ones able to cash the money or the ones authorized to cash the money.

Article 9/ the auditing and the supervising commissions of the organization shall keep track of the funds cashing process, and must submit reports about any violations to the chairman of the Administration Council or to the financial secretary.

Section Two / Accounts

Chapter Three / the Organization's Accounts

Article 10/ the organization's accounts are central, the accounts chief in the financial committee is the central accountant of the organization.

Article 11/ the original copies of the receipts and the rest of the financial documents are saved by the accounts committee, to be accompanied by the original approvals.

Article 12/ the accounting division is directly responsible for the organization of the accounts of the General Commission, the Administrative Commission and its departments within the center of the organization and the branches of the organization.

Article 13/ the Administration Council, according to the recommendation of the accounting division, has to adopt the proper accounting system for the organization by instructions issued in this regards and that are in harmony with the laws in force.

Article 14/ the Administration Council, according to the recommendation of the accounting division, has to adopt using the Iraqi Dinar or the US dollar or a different currency or more than one currency to organize accounts, that's according to instruction issued in this regards.

Chapter Four / Auditing

Article 15/ the chairman of the Administration Council can audit the accounts himself or appoint another to undertake this task, or to ask the chief of the Financial Committee to submit the general statement of accounts of the organization in a period of time that doesn't exceed one month from the time of the request.

Article 16/ the Administration Council has to audit the organization's accounts annually by an internationally legally recognized party according to the internal system of the organization and to form a temporary investigation committee for this purpose.

Article 17/ the Administration Council has to issue instruction about the internal accounts auditing.



Chapter Five / Accounting Documents

Article 18/ the Financial Committee – Accounting Division has to prepare and publish the following accounting documents to all the offices and programs of the organization:

- 18-1: receipt book.
- 18-2: sample of request letter to cash funds or to buy materials.
- 18-3: sample of the list of salaries, wages and bonuses.
- 18-4: sample of a monthly statement of account and an annual financial report.
- 18-5: storehouse items receipt and dispatch bills book.
- 18-6: any other documents related to accounting.

Article 19/ the Financial Committee – Accounting Division has to use the following accounting documents in addition to what is enlisted above:

- 19-1: payment receipts.
- 19-2: journal vouchers.
- 19-3: deposit and drawl documents from the banks.

Chapter Six / Accounting Records

Article 20/ the Accounting Division depends on the financial and accounts records according to the internal system of the organization and the laws in force in the working territories.

Article 21/ the organization depends on contemporary technologies for the accounting process.

Article 22/ the Administration Council has to the issue instructions about the accounting records of the organization.

Chapter Seven / Accounting Reports

Article 23/ the Financial Committee and Executive Office of the organization and the branches has to provide monthly financial and accounting reports to the Administration Council and the annual ones to the General Commission according to the instructions of the Administration Council.

Article 24/ all managers or chiefs or accountants of the organization's projects and programs has to provide statements of accounts according to a schedule set by the Administration Council, while the final accounting documents of the programs and projects must be provided accompanied with all receipts and bills after the end of the project.

Article 25/ all governorate's coordinators must provide monthly and annual accounting and financial reports to the Executive Offices.

Article 26/ the Accounting Division must provide a statement of account when requested and an annual financial report to the Administration Council.



Article 27/ the Financial Committee can propose to the Administration Council to hold regular training courses in the fields of accounting and warehouse management for members of the executive body of the organization and to develop the accounting system from a technology and skill point of view.

Chapter Eight / Bank Depositing

Article 28/ according to the internal system, the organization's funds should be deposited in one bank or more in the name of the organization and money could be drawn using a bank check.

Article 29/ the chairman of the Administration Council has the authorization to draw all or part of the bank deposits and to keep the cash with the Accounting Division or in the offices according to work needs and as long as the cash doesn't exceed 10 million Iraqi dinars.

Article 30/ the chairman of the Administration Council has the authorization, in cases of emergency, to deposit the organization's cash balance with trusted people.

Article 31/ the bank checks must be saved by the Accounting Division.

Article 32/ the Administration Council issues an administrative order including the names of the authorized people to draw money from the banks, while sending a formal letter in this regards to the banks.

Article 33/ the Administration Council can authorize the Offices Directors to open a bank account in their governorates or regions in the name of the organization.

Section Three / Selling and Purchasing **Chapter Nine / Selling**

Article 34/ transferred and non-transferred cash of the organization can be sold with an order by the Administration Council, with the condition to have a selling order from the chairman of the Administration Council when selling what is estimated to be above 500\$ in order to ratify the selling process.

Article 35/ the organization's funds are sold in both ways:

35-1: by mutual consent if the estimated amount of the cash doesn't exceed 500\$ or what is equivalent.

35-2: by public bidding if the estimated amount of cash exceeds 500\$ or what is equivalent.

Article 36/ the central Purchasing Committee or the purchasing committees of the governorates of regions will manage the selling process.



Chapter Ten / Purchasing

Article 37/ a centralized Purchasing Committee is form in the center of the organization on the conditions that the one authorized to cash the organization's money is not a member.

Article 38/ purchasing committees for programs, offices and projects is formed on the conditions that the one authorized to cash the organization's money is not a member.

Article 39/ for offices where it's not possible to form a purchasing committee, the Office Coordinator will be authorized to buy the materials himself according to the set budget.

Article 40/ the Purchasing deals are agreed upon according to:

- 40-1: with an original receipt if the value of the bought material doesn't exceed 500\$ or what is equivalent in other currencies.
- 40-2: with an original receipt and 3 offers if the value is between 500\$ and 5,000\$ or what is equivalent in other currencies.
- 40-3: by solicitation if the value is between 5,000\$ and 25,000\$ or what is equivalent in other currencies.
- 40-4: by private bids if the value exceeds 25,000\$ or what is equivalent in other currencies.

Article 41/ the organization's bids are organized according to the following:

- 41-1: the Administration Council forms a special committee to manage the bidding process, the committee has to include a member of the Financial Committee.
- 41-2: it's possible to form a joint committee with the organization's partners either governmental entities or organizations or other funding sources or the beneficiary body to manage the bidding process if the subject of the bid is related to a program or a project or a joint activity with one of these entities.
- 41-3: after studying the request with all its details, the special committee publishes a (bid announcement) and publishes it using the proper channels threw one or more following channels of publishing, while ensuring easy access for everyone in the easiest ways:
 - Journals and News Papers.
 - Radio and TV.
 - Electronic Publishing.
 - Banners.
 - Other type of Publications.
- 41-4: the bidding committee holds meetings and documents the details of the meetings with official records.
- 41-5: the bidding committee defines the following in the bidding announcement:
 - Conditions and certificates that must be available with the supplying party including a permit, previous experiences, tax confirmation and everything necessary for the law in force.
 - Description of the materials, its quantity, estimated time of preparation, its source and special documents related to the materials in case there's an



assurance system, and the type and conditions of service is specified if it is in the field of offering a service.

- Locations of delivering the materials or service by methodology seen fit.
- Legal conditions related to delays, failing to deliver, insurance and other guarantees, customs, taxes, fees and other legal obligations, the amount of related fines must be determined.
- Administrative and technical specifications of the materials or services in a clearly labelled and details tables.
- Requesting samples of the materials if necessary.
- How to receive the papers of the bid, it's cost, and the duration of offering the closed envelopes.

41-6: the committee receives the closed envelopes related to the offered bids for the bidding announcement from the supplying parties of the materials or the services during the time of the bid and keeps them in a safe location until the date set to open the envelopes.

41-7: at the date set to open the envelopes, the committee, during an announced meeting, opens the envelopes containing the presented offers for the bid, the offers are analyzed then the proper offer is chosen according to the following criteria:

- Lowest Prices.
- Quality of Materials or Services.
- Locations and Date of Supplying.
- The Reputation of the supplying party and its experience.

41-8: it's not required to accept the cheapest offer but the other criteria has to be taken into consideration when choosing the best offer, and that must be mentioned in the records.

41-9: the committee presents its records to the administration council to sign the contract with the supplying party chosen.

41-10: the work of the bidding committee must be inspected internally and externally if necessary.

41-11: the Administration Council shall continue the implementation of the contract with the supplying party of the services or materials according to the announced conditions of the bid, and the Council keeps track of the legal procedures related with the specialized entities.

Article 42/ the following cases could be excluded from Article 40 above:

42-1: in case it's not possible to receive an original receipt, a cashing bill can be used as long as the amount of money doesn't exceed 25,000\$ or what is equivalent in other currencies.

42-2: in case it's not possible to receive offers for items which costs more than 500\$ or what is equivalent in other currencies because the item is only available from one source, the original receipt is considered enough as long as an approval from the chairman of the Administrative Council is provided.



42-3: regarding purchases from a governmental institution or other non-governmental organizations, the receipt or bill given by the selling party is enough.

Article 43/ bulk purchasing is used whenever possible with the condition of having the financial ability and a storage location.

Article 44/ the purchases price is paid cash or with checks, postpaid purchases are only carried out upon the approval of the chairman of the Administration Council.

Section Four / Warehouse

Chapter Eleven / Warehouse Inputs and Outputs

Article 45/ the Administration Council has to adopt a proper storage system and issue a special list of storage inputs and outputs.

Article 46/ the Accounting Division shall handle the task of organizing the contents of the store and documenting it according to the adopted system.

Section Five / Financial Rights

Chapter Twelve / Salaries and Wages

Article 47/ the salaries and wages of employees are paid threth a contract and at the last day of the month, unless the signed contract says otherwise, when lacking cash, the one authorized to order cashing money can delay paying the salaries and the wages for no more than 30 days.

Article 48/ it's not possible to increase or decrease the value of the salary or the wage unless a new contract is signed.

Article 49/ contracting employees can demand to terminate their work contracts with the organization if there's a delay in paying his salary or wage for more than 30 days, and the organization has to pay him all his earnings during the period of 3 months from the date of the contract's termination.

Article 50/ contracting employees are not allowed to receive more than one salary or wage from the organization, unless that's for the purpose of giving him his earnings from more than one project.

Chapter Thirteen / Contracting Employees in Short-Term Projects

Article 51/ the dues of contracting employees of projects and programs are paid according to the contract signed with him.

Chapter Fourteen / Temporary Contracts



Article 52/ temporary contracts are used to carry out specific jobs for a limited amount of time, earnings of the contractor are paid according to the contract's text.

Chapter Fifteen / Bonuses

Article 53/ bonuses are given in three cases:

- 53-1: outstanding work or extraordinary effort carried out by a contracting employee.
- 53-2: service provided to the organization by people that aren't contracting employees.
- 53-3: upon a decision by the Administration Council, a bonus is given to a member of the Administration Council or of Committees when participating in providing support to programs and projects of the organization, or provided a big service to achieve the goals of the organization, on the conditions of not being paid from the annual budget of the organization, payment of such bonuses are from the budgets of projects and programs.

Chapter Seventeen / Contracting Employees Points

Article 54/ points are given to contracting employees for the purpose of competing for a job or raising salaries or contracting with him for a higher executive position, according to the following:

- 54-1: one point for each year of service for the organization, limited to 5 points.
- 54-2: one point for each year of volunteering for the organization before working as a contractor, limited to 2 points.
- 54-3: three points for each letter of appreciation issued by the Administration Council.
- 54-4: one point for each letter of appreciation issued by the Executive Office, limited to 3 points.
- 54-5: six points for those holding a PHD.
- 54-6: five points for those holding a master's degree.
- 54-7: 4 points for those holding a Bachelor's degree.
- 54-8: 3 points for those holding a technician diploma.
- 54-9: 2 points for those who graduated high school or what's equivalent.
- 54-10: 1 point for each training certificate, limited to 3 points.
- 54-11: 3 points for those specialized in computers.
- 54-12: 2 points for practitioners in the field of computers.
- 54-13: 1 point for those able to use a computer.
- 54-14: 3 points for those fluent in 3 languages.
- 54-15: 2 points for those fluent in 2 languages.
- 54-16: 1 point for those fluent in 1 language.
- 54-17: 3 points for females.
- 54-18: 3 points for disabled people.
- 54-19: 3 points if the employee is a member of a minority group.



Article 52/ temporary contracts are used to carry out specific jobs for a limited amount of time, earnings of the contractor are paid according to the contract's text.

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54-17: 3 points for females.

54-18: 3 points for disabled people.

54-19: 3 points if the employee is a member of a minority group.



Article 55/ the committee tasked with meeting those applying for employment to give no more than 15 points to highly qualified applicants in the field of work they're applying for.

Section Six / Penalties

Chapter Eighteen / Contracting Employees Penalties

Article 56/ penalties used by the organization against contracting employees:

- 56-1: a notice, accompanied by a one day pay cut.
- 56-2: attention draw letter, accompanied by 3 days pay cut and one point reduction.
- 56-3: a warning, accompanied by 7 days pay cut and 3 points reduction.
- 56-4: final warning, accompanied by 15 days pay cut and 7 points reduction.
- 56-5: discharge and contract termination, accompanied by all earning cut and all points removal.

Article 57/ the Administration Council orders the necessary instructions about penalties.

Chapter Nineteen / Volunteers Penalties

Article 58/ penalties used by the organization against volunteers:

- 58-1: a notice.
- 58-2: attention draw letter and 1 point reduction.
- 58-3: warning and 3 points reduction.
- 58-4: final warning and 7 points reduction.
- 58-5: removal from volunteers list and all points removal.

Section Seven / Donations, Grants and Gifts

Chapter Twenty / Donations

Article 59/ the network accepts donations from people within its working commission and outside of it, according to laws, regulations and instructions used by the organization.

Article 60/ donation's amounts are listed in a specific label within the origination's accounts and with the names of the donors.

Chapter Twenty-One / Grants

Article 61/ the organization can accept grants without conditions offered to it, according to the laws in force and the internal system of the organization.

Article 62/ the grant amount is listed in a specific label within the organization's accounts with the names of the granting parties.

Chapter Twenty-Two / Gifts



Article 63/ Gifts mean, according to the laws and regulations of the organization, donations that aren't monetary.

Article 64/ the organization can accept gifts without conditions offered to it according to the laws in force and the internal system of the organization.

Article 65/ gifts will be included in a list attached to the annual financial reports with the names of the entities that offered the gifts.

Section Eight / Financial Balance

Chapter Twenty-Three / Estimated Balances

Article 66/ the organization has a general estimated balance for the programs of the organization which will be included in the strategic plan.

Article 67/ the organization has an annual estimated balance set by the Administration Council.

Article 68/ the Administration Council is the one responsible for the preparation of the annual estimate balance and providing the funds for the annual budget, according to set mechanisms and special instructions.

Chapter Twenty-Four / Financial Reports and Review Scales

Article 69/ the Administration Council sets the final financial report for the organization's programs in the strategic plan, according to the internal system.

Article 70/ the Administration Council sets the annual financial reports.

Article 71/ the Administration Council issues special instructions prepared by the Accounting Committee about how to prepare the financial reports and the review scales.

Section Nine / Advances

Chapter Twenty-Five / Sustainable Advances

Article 72/ sustainable advances are long-term advances that is dealt with at the end of the financial year for offices and departments, or at the end of a program or a project.

Article 73/ a request for a long-term advance must be filed by the Executive Office or the branch, a department, a program or a project director to the Administration Council.

Chapter Twenty-Six / Ordinary Advances



Article 74/ ordinary advances are given advances to offices or departments or purchasing committees to cash the elements of the estimated budget, a new advance cannot be given unless the previous advance is dealt with.

Article 75/ an advance can be cashed for individuals to carry out a job related to the organization upon the approval of the chairman of the Administration Council, to be dealt with properly.

Article 76/ personal advances cannot be given without the approval of the Administration Council.

Section Ten / Network Deficit **Chapter Twenty-Seven / Financial Deficit**

Article 77/ if the organization suffers from a large financial deficit, the administration council forms an emergency committee from its members and from the executive body to manage the organization, all financial authorities included in the financial system are allowed for this committee.

Article 78/ if a failure follows the attempt to solve the financial deficit, an invitation will be sent for a general commission meeting for the organization, to disband or merge the organization according to the laws in force or internal system.

Chapter Twenty-Eight / Financial Violations

Article 79/ in case a large financial violation is proven in the executive office, the Administration Council issues an order to freeze the Executive Department of the organization, and takes control of the executive management of the organization, forms an investigating committee to look into these violations.

Article 80/ in case a large financial violation is proven in coordination offices or departments or programs, the Executive Offices issues an order to freeze the work of the coordinator or those working in the project, forms an investigating committee to look into the violations.

