



The Standards and
Metrology Institute
for Islamic Countries

GOVERNANCE CODE

OF

THE STANDARDS AND METROLOGY

INSTITUTE FOR ISLAMIC COUNTRIES

(SMIIC)

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PREFACE

This Governance Code of the Standards and Metrology Institute for Islamic Countries (hereinafter referred as the Code) is a guide to several key components of governance and aims to facilitate effective, and prudent management that can deliver the long-term success of the institute.

The Code applies to all personnel serving in the General Secretariat of the Standards and Metrology Institute for Islamic Countries (hereinafter referred as SMIIC and/or the Institute). All personnel shall take appropriate steps to ensure that they are aware of, and comply with, the relevant provisions of this Code.

The issue of governance continues to receive a high level of attention. Governance is the system through which an Institute directs and controls its functions and relates to its local community and other stakeholders. The system of controls includes the way in which the Institute determines its strategy and objectives and manages its business. It is consolidated with structures and processes for decision making, accountability, control, and behaviour at all levels of its staff members.

It also provides the structure through which the objectives of the Institute are set, and the means of attaining those objectives and monitoring their performance. Good governance should provide proper incentives for the Board of Directors and the General Secretariat to pursue objectives that are in the interests of the Institute and its Member States and should facilitate effective monitoring. The measure of the effectiveness of any system of governance is the degree to which the governed Institute achieves its purpose.

Therefore, this document is expected to serve as a useful tool to achieve mutual goals of this Institute with respect to our values and core believes.

Secretary General
İhsan ÖVÜT

1. VALUES

- 1.1.** Deeds and behaviour of the Institute define its excellence and kindness toward Muslim Community. Every act committed by the Institute is anchored by our values: integrity, respect, collaboration, sustainability of the nature and innovation. Our values are the path and the foundation of this Code. Any decision considered is in align with these values.
- 1.2. Islamic values:** To be honest and kind to others, respect each other, set a good example by embracing such values as equality, justice, mercy and solidarity.
- 1.3. Professionalism:** To work hard and competently in a committed and responsible manner.
- 1.4. Integrity:** Integrity is the act of behaving honorably, even when no one is watching. People with integrity follow moral and ethical principles in all aspects of life. Integrity should extend to professional areas at work such as decision making, interacting with colleagues and serving Member States. We work with integrity, choosing to speak up when our principles for ethical conduct are not respected. Our zero tolerance on unethical and non-compliant actions enables us to move forward with positivity and care.
- 1.5. Respect:** Being able to listen carefully, aid to build understanding, find solutions and enable meaningful participation are vital to us. We focus on building trust through transparent and honest communications. We create inclusive working environments, where all staff are listened to and valued for their individuality. We treat each other, and all our stakeholders, in the same considerate way that we would wish to be treated ourselves and guide and implement processes that are fair and transparent.
- 1.6. Collaboration (teamwork):** The success of our Institute often depends on the ability of its staff to work collaboratively. Greater collaboration increases productivity, enhances innovation, and reduces time consumption.
- 1.7. Innovation:** We stay informed about our changing environment so we can effectively foster an environment of continuous improvements by incorporating creative solutions. To stay relevant, we think outside the box and innovate, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.
- 1.8. Transparency:** Transparency includes openness, communication and accountability hence, the work environment should be transparent to build trust and mutual respect as well as ensuring open and honest communication.

2. PRINCIPLES

- 2.1 Commitment:** SMIIC is committed to all its Member States' interests, mainly, obligations based on standardization, metrology, and accreditation. SMIIC is the platform that can help the capacity building of the OIC Member States, especially the LDCs, which have no quality infrastructure in their respective countries through unification of standards and mutual recognition of conformity assessment activities.
- 2.2 Leadership:** SMIIC is headed by an effective Chairman of the Board of Directors and the Secretary General who are collectively responsible for the long-term success of the Institute. There is a clear division of responsibilities between the running of the Board of Directors and the executive responsibility for the running of the Institute. No individual has unfettered powers of decision. The Chairman is responsible for leadership of the Board of Directors and ensuring its effectiveness on all aspects of its role. The Secretary General has the powers to manage and administer the Institute's day-to-day business and carries out the decisions taken by the Board of Directors within the scope of their respective powers. As part of their role as members of the Board of Directors, members are always encouraged to constructively contribute and help develop proposals for the better execution of plans and activities.
- 2.3 Effectiveness:** The Secretary General and all staff members have the appropriate balance of skills, experience, independence and knowledge of the Institute enabling them to discharge their respective duties and responsibilities effectively. There is a formal, rigorous and transparent procedure for the appointment of staff members to the General Secretariat according to the SMIIC Staff Regulations. Secretary General and staff members should be able to allocate sufficient time to the Institute to discharge their responsibilities effectively. All staff members should be supplied in a timely manner with information in a form and of a quality appropriate to enable it to discharge its duties.

3. VISION

- 3.1** The Standards and Metrology Institute for Islamic Countries (SMIIC), as a sound mechanism for development of standards among the Organization of Islamic Cooperation (OIC) countries and for preparation of new ones, aims at realizing new standards in the Member States and eliminating technical barriers to trade and thus developing the trade among themselves.
- 3.2** The SMIIC also aims at achieving uniformity in metrology, laboratory testing and standardization activities among Member States and ensuring education and training and providing technical assistance to the OIC Members in the domain of standardization and metrology. Hence, the Institute may cooperate with other regional and international organizations interested partially or wholly in standardization, metrology or related fields.

3.3 Thereof, our vision is the following: *“To create a quality infrastructure that improves economy, welfare and protects our Member States”*.

4. OBJECTIVES

4.1 The objectives of the Institute that are stipulated in the SMIIIC Statute are as follows:

- 4.1.1** To endeavour to realize OIC/SMIIIC standards in Member States and to eliminate any factor relating to the standards covering products, processes and systems, likely to affect adversely the trade among Member States.
- 4.1.2** To prepare OIC/SMIIIC Standards aiming at enabling the Member States to reap a maximum benefit from the economic advantages to be brought about by the standards.
- 4.1.3** To establish a conformity assessment scheme for the purpose of expediting exchange of materials, manufactured goods and products among Member States, beginning with mutual recognition.
- 4.1.4** To achieve uniformity in metrology, laboratory testing and standardization activities among Member States.
- 4.1.5** To supply to the Member States; through cost sharing system, calibration and metrology services which necessitate large investments and expenditures.
- 4.1.6** To provide education and training for the Member States personnel in the domain of standardization and metrology by making most efficient use of existing means and sharing accumulated information and experience.
- 4.1.7** To provide documentation and information services in connection with standards and issues related to the needs of the Member States in this field.
- 4.1.8** To provide technical assistance to the OIC Member States which do not possess such standardization bodies with the view of enabling them to establish their own standardization body.

5. BASIC RESPONSIBILITIES OF STAFF

5.1 Economic responsibilities: The core responsibility of the staff is to spend effectively its financial resources in the pursuit of Institute’s objectives.

5.2 Ethical responsibilities: It requires the staff to consider social and environmental impacts of his activities and do no harm while pursuing the interests of the Institute.

5.3 Availability: Being able to communicate willingly outside of the work hours and have responsibility of high level of responsiveness.

6. CONDUCT

- 6.1** The Institute and its staff are encouraged to comply with all applicable rules and regulations following the Code accordingly. The Institute will disregard the activities of staff who achieve results through violation of the law or unethical business dealings based on the Clause 9 of the SMIIIC Staff Regulations. This includes any payments for illegal acts, indirect contributions, rebates, and bribery.
- 6.2** This Code sets out the basic standard of conduct expected of all staff and the Institute's policy.
- 6.3** Staff members of SMIIIC are invited to comply with the Code. It also applies to permanent or temporary or outsourced staff employed by the Institute.
- 6.4** This Code does not have any formal authority in law, neither is it intended to be other than complementary to the Statute, Staff Regulations of SMIIIC.
- 6.5** The standard of conduct for staff are to have high sense in standardization, metrology and accreditation including quality infrastructure, halal activities, etc., to care and protect environment and to be respectful toward the government and the officials.

7. ETHICS

- 7.1** SMIIIC staff should at all times maintain a high standard of honesty and integrity and conduct their activities in a manner not detrimental to their colleagues, the public, their profession etc.
- 7.2** SMIIIC expects its staff to refuse all requests systematically and categorically or offers of bribes, irrespective of their amount or value, by clearly stating the position and commitment of SMIIIC regarding the prevention and fight against corruption based on the Clause 3 of SMIIIC Staff Regulations.

7.3 Specific Instances of Prohibited Conduct

- 7.3.1** Any form of discrimination or harassment as well as abuse in any form at the workplace or in connection with work, is prohibited.
- 7.3.2** Staff members shall not disrupt or otherwise interfere with any meeting or other official activity of the Institute, including activity in connection with the administration of justice system, nor shall staff members threaten, intimidate or otherwise engage in any conduct intended, directly or indirectly, to interfere with the ability of other staff members to discharge their official functions.

- 7.3.3** Staff members shall not threaten, retaliate or attempt to retaliate against such individuals or against staff members exercising their rights and duties under the SMIIC Staff Regulations.
- 7.3.4** Staff members shall not intentionally misrepresent their functions, official title or the nature of their duties to Member States or to any entities or persons external to the Institute.
- 7.3.5** Staff members shall not intentionally alter, destroy, falsify or misplace or render useless any official document, record or file entrusted to them by virtue of their functions, which document, record or file is intended to be kept as part of the records of the Institute.
- 7.3.6** Staff members shall not seek to influence Member States or expert groups in order to obtain a change from a position or decision taken by the Secretary General, including decisions relating to the financing of General Secretariat programs or units, or in order to secure support for improving their personal situation or the personal situation of other staff members or for blocking or reversing unfavorable decisions regarding their status or their colleagues' status.
- 7.3.7** Staff members shall neither offer nor promise any favor, gift, remuneration or any other personal benefit to another staff member or to any third party with a view to causing him or her to perform, fail to perform or delay the performance of any official act. Similarly, staff members shall neither seek nor accept any favor, gift, remuneration or any other personal benefit from another staff member or from any third party in exchange for performing, failing to perform or delaying the performance of any official act.
- 7.3.8** The Secretary General may authorize staff members to accept from a non-governmental source or a university or a related institution, academic awards, distinctions and tokens of a commemorative or honorary character, such as scrolls, certificates, trophies or other items of essentially nominal monetary value.
- 7.3.9** Staff members, as part of their official functions, will be expected from time to time to attend governmental or other functions such as meetings, conferences, meals and diplomatic receptions. Such attendance is not considered receipt of a favor, gift or remuneration within the meaning of the SMIIC Staff Regulations.

7.4 Respect for Different Customs and Culture

7.4.1 The world is home to a myriad of different peoples, languages, cultures, customs and traditions. A genuine respect for them all is a fundamental requirement for a staff. Any behaviour that is not acceptable in a particular cultural context must be avoided. However, if a tradition is directly contrary to any human rights, the staff must be guided by the latter.

7.4.2 Staff members shall respect all Member States of the Organization of Islamic Cooperation (OIC) and the Host Country of SMIIC.

7.5 Environmental Issues

7.5.1 Advocating for environmental issues in SMIIC can take the form of preventing, managing and decreasing a food waste, paper waste, electricity waste etc. SMIIC expects its staff to be environmentally friendly individuals either in the office or out of office.

7.5.2 Our goal is to promote sustainability and environmental awareness at all levels of the Institute by:

- i. Complying with all applicable environmental legislation and sustainability commitments.
- ii. Incorporating energy efficiency measures into the Institute's facilities and promoting efficient energy.
- iii. Promoting and continuing to invest in technologies that provide sustainable products.
- iv. Ensuring the staff are aware of the environmental impacts of their work activities and encouraging them to minimize those impacts.
- v. Pursuing a course of continuous improvement by reviewing our objectives and values.

7.6 Human Resources Management

7.6.1 During the orientation process staff will be given a thorough overview of the clear line of sight between the Institute's vision, mission and core values and goals. To ensure maximum alignment, general orientation should be deemed mandatory for all levels of new staff.

7.6.2 Withing the framework of Human Resources Management as the practice of managing people to achieve better performance, the Institute is required to plan, develop and administer policies and programs designed to make optimum use of human resources. It is that part of management which is concerned with the people at work and with their relationship within enterprises.

8. ADMINISTRATIVE

8.1 Administrative activities include decision-making, monitoring the implementation, collaborating with others, and exercising rights and responsibilities.

8.2 In accordance with the Article 6 of SMIIC Statute, the organs of the Institute are the followings:

- 1) General Assembly;
- 2) Board of Directors;
 - a. Standardization Management Council
 - b. Metrology Council
 - c. Accreditation Council
- 3) General Secretariat.

8.3. The powers and duties of all organs have been settled with Statute, Financial and Staff Regulations.

9. STAFF MEMBERS

9.1 The Statute requires that staff members shall be appointed by the Secretary General. For the purposes of this Code, the expressions ‘staff members’ or ‘staff’ shall refer to all the staff members of the General Secretariat, within the meaning the Statute and Staff Regulations of the SMIIC.

9.2 SMIIC Staff are official staff members of SMIIC. Their responsibilities as staff members are not national but exclusively international.

9.3 The Secretary General shall ensure that the rights and duties of staff members are set out and respected.

9.4 The Secretary General shall seek to ensure that the paramount consideration in the determination of the conditions of service shall be the necessity of securing staff of the highest standards of efficiency, competence and integrity.

9.5 Staff members shall uphold and respect the principles set out in the Code, including faith in fundamental human rights, in the dignity and worth of the human person and in the equal rights of men and women.

9.6 Staff members are subject to the authority of the Secretary General and to assignment by him or her to any of the activities or offices of the SMIIC. In exercising this authority, the Secretary General shall seek to ensure, having regard to the circumstances, that all necessary safety and security arrangements are made for staff carrying out the responsibilities entrusted to them.

9.7 In the performance of their duties staff members shall neither seek nor accept instructions from any third-party.

9.8 By accepting appointment, staff members pledge themselves to discharge their functions and regulate their conduct with the interests of the Institute only in view. Loyalty to the aims, principles and purposes of the SMIIC, as set forth in its Statute, is a fundamental obligation of all staff members by virtue of their status as staff members.

9.9 Staff members shall exercise the utmost discretion with regard to all matters of official business. They shall not communicate to any government, entity, person or any other source any information known to them by reason of their official position that they know or ought to have known has not been made public, except as appropriate in the normal course of their duties or by authorization of the Secretary General. These obligations do not cease upon separation from service.

9.10 Staff shall wear appropriate, professional attire during all workdays. The mentioned dress code also applies to all internees.

9.11 Relations with the media

9.11.1 Openness and transparency in relations with the media are effective means of communicating the Institute's messages. Staff members should regard themselves as speaking in the name of the Institute and avoid personal references and views; in no circumstances should they use the media to further their own interests, to air their own grievances, to reveal unauthorized information or to attempt to influence the Institute's policy decisions.

9.11.2 Staff members obliged to get permission from the Secretary General before contacting with the media.

9.12 Use and protection of information

9.12.1 Because disclosure of confidential information may seriously jeopardize the efficiency and credibility of the Institute, staff members are responsible for exercising discretion in all matters of official activities. They must not divulge confidential information without authorization. Staff members must not use information to personal advantage that has not been made public and is known to them by virtue of their official position. These obligations do not cease upon separation from service.

9.12.2 The Institute may maintain guidelines for the use and protection of confidential information, and such guidelines may be useful to keep pace with developments in communications and other new technology. It is understood that these provisions do not affect established practices governing the exchange of information between the General Secretariat and Member States, which ensure the fullest participation of Member States in the life and work of the Institute.

9.13 Conflicts of interest

9.13.1 Conflicts of interest may occur when a staff's personal interests interfere with the performance of his/her official duties or call into question the qualities of integrity, independence and impartiality required by the status of a staff. Conflicts of interest include circumstances in which staff members, directly or indirectly, may benefit improperly, or allow a third party to benefit improperly, from their association with the Institute. Conflicts of interest can arise from a staff's personal or familial dealings with third parties, individuals, beneficiaries, or other institutions. If a conflict of interest or possible conflict of interest does arise, the conflict shall be disclosed, addressed and resolved in the best interest of the Institute.

10. CONFIDENTIALITY

10.1 Staff shall use his/her best efforts to prevent inadvertent disclosure of any confidential information to any third party by using the same care and discretion that he/she uses with information he/she considers confidential.

10.2 All notes, data, tapes, reference items, sketches, drawings, memoranda, records, documentation and other material regardless of the form or media in or on which it is stored, that is in or comes into the possession or control of staff, and that is in any way obtained, conceived, developed, generated or contributed to by staff, alone and/or jointly with others during or as a result of staff employment or engagement with the Institute, is and remains Confidential Information and/or Proprietary Property.

11. ENTRY INTO FORCE

11.1 This Governance Code which was approved by SMIIC Secretary General enters into force as of 01 February 2023.

11.2 The Secretary General shall be responsible for implementation of this Code.