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Policy Manual	

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جامعة الفيصل
Alfaisal University

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Social Responsibility & Community Partnerships Policy

2025

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EXECUTIVE SUMMARY

Alfaisal University aims to contribute to the establishment of a sustainable society on a global scale and a local level, it aims to assist in solving the human, social, economic, and ecological problems of

the region in which it is located, and to improve the general welfare of the community and the region through projects to be carried out within the framework of Social Responsibility.

The University undertake the task of educating and shaping the “human being” as a social entity, while producing the scientific knowledge required for this, contribute to the good citizens and profession by the knowledge they produce, by transforming this information into behavior in the next step, also aims to play a complementary role by influencing demographically, economically, and socio-culturally the regions in which they are established locally.

For the sustainable and better world at the local and global scale, academy must open the added value that it produces to the society. With this understanding, Alfaisal University aims to contribute to the creation of a livable society at the global level; contribute to the solution of humanistic, social, economic, and ecological problems of the region where it is located, and with the works that can be carried out within the framework of Social Responsibility, the good of the society and the region.

1. Statement of Purpose & Applicability

This policy explains the policy, procedure, and requirements necessary for the development and processing of all Social Responsibility Department related issues/ matters at all levels of Alfaisal University This policy will apply to concerned units, faculty, staff and students and other stakeholders involved in processing Social Responsibility Department matters.

2. Overview of Social Responsibility Department & Statement of Commitment & Goals

Alfaisal University is committed to Social Responsibility as an integral part of its mission to provide quality education and contribute positively to society. This commitment extends to ethical practices, community engagement, environmental sustainability, and more. The university recognizes its responsibility to balance economic success with social and environmental concerns. It is dedicated to upholding the highest ethical standards and sustainability principles in all its activities. Alfaisal is committed to promoting responsible business practices, respecting human rights, and minimizing our environmental footprint. Alfaisal's *Social Responsibility Department* initiatives aim to benefit not only the institution but also the local community and the world through identifying the most relevant Sustainable Development Goals (SDGs) and integrating them into its strategy and operations. The institution is setting clear and measurable goals, aligning them with the vision and mission, and embedding them into its policies, processes, and practices. The Department is committed to communicating Alfaisal SDGs commitments and progress to stakeholders and reporting on the impact and outcomes. Aligning with national and international frameworks to guide reporting and disclosure.

Department goals are multifaceted and include but are not limited to:

- Reduce the environmental impact through sustainable practices.
- Fostering a culture of ethics, diversity, and inclusion within the university to be respected as a leading international provider of higher education, lifelong learning and continuing professional development related to engaging with global issues to contribute to the economic, social, cultural, and environmental development of KSA and the world.
- Integrating Departmental principles into academic and research endeavors to maximize the contribution of our knowledge, skills, research, and expertise towards influencing and realizing our objectives while simultaneously benefiting society.

- Equip student & staff to realize their full potential as direct contributors to the success of the University and to engage in community development, education, and health initiatives and other activities relating to social responsibility and sustainability.
- Provide a modern, efficient, and stimulating working and learning environment to sustain world-class academic and support activities aiming to produce graduates fully equipped to achieve the highest personal and professional standards.
- Embed equality, diversity, sustainability, and social responsibility as fundamental principles, manage our physical infrastructure and the procurement of goods and services in ways that maximize efficiency and effectiveness while minimizing social, environmental, and other risks.
- Collaborate with other organizations to share our expertise and develop best practice in addressing Social Responsibility – and make explicit as an exemplar for the University community and others globally and locally – a whole-institution approach to social responsibility.

3. Governance and Oversight

3.1 Stakeholders Engagement, Communication & Identification

This is the most important, rewarding, and challenging part of applying social responsibility, as the success of social responsibility at the university depends on the successful completion of this section. Stakeholder identification and engagement are central to addressing Alfaisal's Social Responsibility, through communication with them to establish channels for exchanging knowledge, suggestions, complaints, and ideas for solutions. The goal is to build trust and credibility for the long term, not to find "quick fixes" for problems.

The Social Responsibility Department Stakeholder Representatives are set up to make sure that all related activities of their unit with employees, communities, and local authorities are monitored and coordinated with for effectiveness and feedback. Furthermore, additional goals are to maintain up to date record of this policy and procedure efficiently; up to date list of stakeholders and their representatives who are assigned and approved by their leaderships e.g., Existing deanships, departments, centers, and students' clubs related to Social Responsibility and sustainable development i.e., performing Social Responsibility programs and activities.

Social Responsibility Representatives of:
College of Medicine
College of Engineering
College of Business
College of Law
College of Science
College of Pharmacy
Student Affairs Clubs and Associations
Office of Research & Graduate Studies
Department of Advancement
Human Resources
Facility
Quality
IT
Alumni & Placement Relations

Department of Sustainability & Strategic Planning
Marketing Communications
Finance Department
AUEP

3.2 Responsibilities & Reporting Structure of the Social Responsibility Department

- Setting strategies, business policies, procedures, processes, and standards & criteria.
- Develop a regulatory and institutional framework that organizes university's efforts in achieving the Kingdom's Vision 2030.
- Link existing deanships, departments, and centers related to community service and sustainable development to the Social Responsibility Department.
- Align student clubs and associations addressing community services, community engagement, sustainability, and environmental topics with the department to boost the impact.
- Community services and partnership programs and initiatives of the university will be executed by the designated areas and documented as per Department direction based upon the Ministry of Education and any related requirements.
- Corporate social responsibility is responsible for contract/ agreement management requirements and activities in accordance with all Community Engagement and Partnerships regulatory, legislative, and good practice guidelines and the University's related policies and procedures.
- The department oversees the implementation of the University Social Responsibility works as per the agreed definitions and scope.
- All existing deanships, departments, and centers related to community service and sustainable development must report back to the University the status and implementation of different community partnerships and record all initiatives and projects via the Department.
- All units shall document efforts and their impact on the environment and community via Alfaisal SR Representatives for proper record keeping and reporting.

4. Ethical and Sustainable Practices

Alfaisal University is committed to ethical conduct and sustainability practices that include:

- Upholding a code of conduct for staff and students that emphasizes ethical behavior.
- Minimizing waste, conserving resources, and reducing energy consumption.
- Promoting fairness, diversity, and inclusion in all university activities.
- Supporting philanthropical and community service programs and initiatives

Alfaisal University adheres to the applicable laws and regulations of Saudi Arabia's internal policies and procedures and respects them. Alfaisal University shall understand and align with international applicable laws and regulations and the international codes of conduct such as the United Nations Global Compact, which guides our commitment to human rights, labor, environment, and anti-corruption principles and respect them. The university maintains strict procurement and supply chain

guidelines to ensure ethical practices. These include supplier evaluations based on ethical and sustainability criteria, and monitoring suppliers' adherence to ethical and environmental standards.

5. Community Service and Engagement

Alfaisal adopts the “service to the community” as a primary duty and field of activity to ensure that those who are produced in the campus reach the society, spread, and serve humanity in this way while they carry out education, research, social, cultural, artistic and sports activities. It develops measures and incentives in this direction. The university has social, economic, and ecological environments. The good, quality and sustainability of the environment directly affect the university. The University is a structure built on universal values and aims to contribute to the quality of humanity and life through its activities. It is the social and intellectual responsibility of the university to make a sustainable contribution to society, disadvantaged groups, and ecological problems. Cooperation should be made with other actors that make up the community in the fields of education, research, and community service. Students are encouraged to learn by doing and serving, to reinforce what they have learned, to recognize relationships in the real sector and society, and to establish social networks.

The cornerstones of the community service shaped around these values are:

- The content of the community service strategy is based on regular and systematic feedback from internal and external stakeholders; It is updated regularly through the examination of good practice examples of world universities.
- Internal and external stakeholders' opinions are regularly gathered, discussed, evaluated, and resolved.
- The type, scope and method of community service and cooperation activities are determined by planning and needs analysis.
- The planning and management approach of the university is supported by the “**Plan, Do, Check Act**” cycle to continuously improve community service activities.
- Within the framework of the learning approach by doing and serving, students are encouraged by taking the necessary measures in the curriculum, support and orientation services and preparing the appropriate infrastructure.
- In community service, human rights, live rights, environmental rights, ethics, inter-individual differences, local culture, and values are fully respected without any hesitation. In case of violation of the rules of ethics or law, the sanctions to be imposed expressly declared.

5.1 Community Engagement & Partnerships Policies & Operational plans.

Alfaisal, as part of its strategic priorities, engages with a wide range of community organizations and other institutions (external entities) within and outside KSA to help achieve its community service and partnership mission.

This policy applies to all local, regional, and international community partnerships established with external entities at Alfaisal. It applies solely to community partnerships of the University that are formalized through an agreement and executed in accordance with the University's governance framework and delegation of authority matrix.

Responsibilities include:

- The initiator of a given community partnership is responsible for identifying potential partners, evaluating all partnerships, and suggesting improvements into the process through which community partnerships are planned, implemented, and evaluated.
- A strategic alignment between the University Social Responsibility Department and community service and partnerships initiators inside the university is a must in negotiating terms of any relevant agreement to ensure that the policy principles and terms of reference within the scope of this document are considered and assessed potential risks that may be associated with such partnership.

Alfaisal realizes the value of community partnerships with external entities to realize its mission statement and strategic priorities and position itself nationally, regionally, and internationally. In negotiating and establishing community partnerships, Alfaisal should be guided by the following key principles:

- Alignment of the community partnership and proposed outcomes of the partnership with the strategic direction and values of Alfaisal
- Compliance with relevant local and institutional legislative and regulatory
- Requirements including NCAAA and relevant requirements by accreditation and classification governmental or non-governmental bodies.
- safeguarding the reputation of the university and its quality standards; this includes but is not limited to maintaining the quality and academic standards of programs designed or delivered through a community partnership.
- overall enhancement of the University's reputation and brand
- sustainability of the partnership and consideration of any potential risks

Initiators embarking on a collaborative arrangement should not underestimate the time and commitment required to develop a successful community partnership. The most successful collaborations are those where ongoing dialogue takes place with the proposed partner(s) to develop a common understanding on the role of each party, how the partnership will be implemented, what resources and other commitments are required, what possible challenges or implementation issues may be faced and how to tackle them and how will the implementation of the partnership be monitored and assessed regularly by both parties.

5.2 Types of Partnerships, Evaluation, Renewal & Termination

Academic Cooperation includes but is not limited to:

- Joint program development
- program validation/ benchmarking partnership.
- joint, twin, or dual award arrangements
- student faculty and staff mobility including exchange programs.
- credit transfer.
- establishment of regional study centers
- Knowledge transfer activities
- Academic teaching program (exchanging faculty members between universities)
- Technology transfer program
- other hosting arrangements such as those that facilitate visiting staff or students,
- partner use of facilities (i.e., libraries, sport facilities, specialized laboratories, etc.)

A partnership involving research includes but is not limited to:

- Scientific research collaboration
- Scientific research fellowship program
- Students visiting the program.
- research student enrolment.
- research funding.
- research collaboration/ projects.
- hosting visiting researchers.
- research training, knowledge, and expertise sharing.
- data sharing
- Facilities and equipment sharing

Local or Regional Community Partnerships refer to a formal arrangement that the University establishes with local or regional organizations that are not within the High Education sector. The aims of such partnerships may be to support national or regional developments through contributions to cultural, economic, sporting, and related activities and build higher education aspirations and awareness. Government Partnerships refer to formal arrangements with government bodies in KSA. These could cover a range of activities including but not limited to training, community activities, and research. Each community partnership agreement will vary depending on the nature and scope of the agreement, the roles & responsibilities and location of the partner. Such contractual agreements are developed by the University Social Responsibility Department in collaboration with the legal department and in coordination with the university initiators and or the external partners.

Any member of the senior management (academic or administrative), faculty or staff member may propose the establishment of a community partnership with an external entity in accordance with the principles listed in this policy. These are usually referred to as “partnership initiators”. The initiator when proposing a new partnership with an external entity must demonstrate the value of the proposed partnership, the expected outcomes of the partnership, the resources implications to realize the proposed partnership and the appropriateness of allocating such resources to the proposed partnership proposal should be prepared and approved by the line manager before being presented to one or more of the following governance bodies of ALFAISAL for consideration Deans’ Committee for community related partnerships. The proposal for partnership must use the appropriate New Partnership Proposal Form. The initiator and various councils/ committees must exercise due diligence in assessing the strategic, financial, operational, legal, and reputational risks associated with the proposed partnership. Once the Committee/ Council has endorsed the proposal for the establishment of the new community partnership for approval. Upon the approval of the proposal will be sent for approval to the University Social Responsibility Department who will send its recommendation to the University Council for final approval.

The initiator or CSR Department must assess the proposed community partnership to ensure the safeguarding of Alfaisal’ s reputation and the quality of its programs and hence must consider. the following:

- Verifying the profile and reputation of the external entity
- ensuring adequate resourcing of the proposed partnership
- testing the feasibility and viability of the goals and objectives of the proposed partnership
- ensuring that the planned activities and intended outcomes of the proposed partnership are consistent with the goals of the ALFAISAL Strategic Plan.
- Ensuring clarity on the roles and responsibilities of each party including aspects related to intellectual property, copyrights, and ownership as applicable.
- Identifying any potential risk associated with the proposed partnership.

- Upon approval of the proposed partnership by the Rector in his capacity as the Chair of the University Council,
- The initiator, and the university social responsibility Department in collaboration with the legal department will develop the draft agreement to be shared with the external entity for further input; revisions may occur until a final version mutually agreed upon is reached.
- The agreement will then be signed by the authorized signatory person at Alfaisal based on the type of partnership.
- The signed agreement is added to Alfaisal community partnership register and copies of the signed agreement are maintained at the university social responsibility and the Deanship/ Department responsible for the agreement.
- If an agreement was prepared by the external entity, it must be revised and approved by both the University's Social Responsibility Department and the legal department prior to being signed.

The University Social Responsibility Department will provide an annual report on all activities undertaken as part of established community partnerships in the previous year. The report will include:

- Information on activities carried out as part of the community partnership (i.e., visits, exchanges, new programs established or existing one revises, new research projects, etc.)
- evidence of the continued strategic value of the community partnership to the University
- community partnership outcomes for the year in review
- financial performance (as applicable)
- any issues or challenges faced during the year of implementation.
- issues raised by the partners in relation to the University.

The renewal of a partnership is initiated by the initiators or the University Social Responsibility Department depending on the university available and approved template of agreement clauses. A review can take place earlier if specified in the agreement or if serious issues have been identified with the partnership. The following criteria to make a judgement on whether to recommend renewal of the partnership:

- Whether the rationale for the collaboration remains valid.
- Whether the partnership remains aligned with the ALFAISAL's strategy and mission.
- Whether the partnership retains appropriate academic, financial, and legal status.
- Whether the partnership (when of academic nature) has met and will continue to meet the appropriate academic standards and offer the appropriate learning, teaching, and student experience.
- Whether the partnership has operated in line with the terms outlined in the legal Agreement.

Termination of community partnership arrangement must be carried out in a manner that ensures the University's interests are protected, including the interests of students, and must be based on a clear rationale which is communicate transparently to the partner institution.

The University approved template will determine the process and accountabilities in relation to the termination of community partnership arrangements, considering any requirements of the relevant Partnership Agreement and consultation with the university dean/ director concerned with the partnership.

When making decisions on the termination of a partnership, the University will consider reaching out to students (in case of academic partnerships) and for legal, financial, and reputational implications to

other areas of the University involved in the partnership, and to compliance with relevant regulatory and legislative requirements. All units shall document efforts and their impact on the environment and community via Alfaisal CSR Representatives for proper record keeping and reporting. As per the applicable reporting requirements.

5.3 University Volunteer Policies and Operational Plans

The university recognizes the need for balance among several factors: the desirability of volunteer service; the need to protect volunteer interests; and the need to minimize risk to the volunteer and the university, its volunteers, and the community it serves. This policy addresses the disparate issues you may encounter as you seek to engage university volunteers (see Definitions) and provides uniform procedures for screening and engaging volunteers. The responsibility for proper screening and engagement of volunteers rests with the units. This policy embraces and regulates formal volunteerism of All units of the university (that is, volunteering done through an organization or institution) provided that Alfaisal encourages informal volunteerism (that is, volunteer work done on an individual basis).

Objectives of the Voluntary Work:

- Spread the culture of volunteering in its various fields in innovative ways among students, faculty members, and administrative staff to apply it inside and outside the university.
- Engaging in work that matches the volunteers' preferences and desires.
- Good and useful investment of leisure time.
- Establishing an effective partnership between voluntary organizations and bodies.
- Developing the capabilities and talents of volunteers.
- Setting rules for participation in voluntary work within the volunteer teams.

Individuals who have unpaid academic appointments to the university are not considered volunteers when acting in that capacity. They are, however, permitted to volunteer their services according to the terms and conditions set forth in this document. University volunteers are uncompensated individuals who perform services directly related to the business of the university, to support the activities of the university, or to gain experience in specific endeavors. To qualify as a university volunteer, an individual must be willing to provide services according to the procedures in this policy. An individual who performs volunteer services for an entity that is not directly related to the business of the university (e.g., a government or public agency or an alumni association), is not considered a university volunteer for the purposes of this policy. However, an individual who performs volunteer services in the community on behalf of the university when there is no outside agency involved is considered a university volunteer. These situations may appear ambiguous. Whenever you are not certain as to whether an individual should be classified as a university volunteer, contact Corporate Social Responsibility for assistance.

Payment for volunteer services is not allowed. However, the university will reimburse university volunteers for actual and reasonable expenses, following standard university reimbursement guidelines. The university also allows an honorarium to be awarded to a university volunteer. An honorarium is not a payment for services or fee charged, but an award primarily intended to confer distinction or to symbolize respect, esteem, or admiration. The value of the honorarium must not be related to the performance of services.

Volunteers should not incur any personal expense on behalf of or in service to the University without the express written consent of an authorized University official in advance. Where

express written consent has been given by an authorized University official in advance, the volunteer may be reimbursed for expenses in carrying out assigned duties. Volunteers may be provided certain nominal and incidental benefits related to their service, such as admission to university events, food and beverage, or other privileges, as approved by their University Department.

A university volunteer is an agent of the university while performing assigned duties. Therefore, university volunteers are expected to abide by university policies and external regulations that govern their actions, including but not limited to those of ethical behavior, confidentiality, financial responsibility, and drug use. University volunteers are not covered by the Saudi Labor Law and are not considered employees for any purpose. Therefore, they are not eligible for any university benefits, including Worker's Compensation, because of this volunteer association.

The volunteer must know that their participation in volunteer activities does not have any financial rewards or benefits neither, from the organizer or the university, but they have the rights to which the organizer of the activity is committed to as the following:

- Show respect and appreciation to the volunteer.
- Offer the opportunity to utilize the volunteer's skills to achieve goals of the volunteering activities.
- Assign a supervisor to provide the volunteer with a clear description of their (his/her) actual tasks.
- Orient and train the volunteer according to the tasks entrusted to them.
- Provide a safe environment to participate in the volunteer activity by the event coordinator/supervisor.
- Accept or reject an electronic invitation to participate in an event.
- Withdraw from the event at least one week prior to the volunteering event start date.
- Document the volunteer hours, starting from the event preparation and according to his/her tasks in the event.
- Receive an appreciation certificate within two weeks of the volunteering event's end date.
- Obtain an electronic statement from NVG platform as well as a certificate of participation from the event coordinator/supervisor.
- Maintain confidentiality of the information provided in the Volunteer's satisfactory survey.
- Issue a volunteer membership card to participate in the volunteering activity.

The volunteer must comply with the following obligations, failure to comply may lead to dismissal from volunteering activities:

- Create your personal profile at the National Volunteer platform for Alfaisal to consider you as part of its team in any project.
- Volunteers at the University of Alfaisal are expected to abide by all applicable University policies and procedures, posted notices and regulations, any confidentiality and non-disclosure requirements applicable to the information to which they have access. (which may require the signing of a confidentiality agreement), as well as any external regulations governing their actions.
- Volunteers at the University are expected to perform work and services in accordance with the University's non-discrimination policy and Student Code of Conduct.
- A background check may be required prior to certain volunteer service.
- Additional training may also be required.

- Volunteers are not considered employees of the University, nor are they covered by the Saudi Labor law or other employment laws through the University. Volunteers are not eligible for wages, employee benefits, workers' compensation, or unemployment benefits.
- A volunteer serves at the discretion of the University. The University may discontinue the service of a volunteer for any reason, at any time, without prior notice or cause.
- Adhere to Islamic ethics, good behavior, and wear decent appearance, show respect for others and teamwork.
- Reflect an honorable image of Alfaisal University when performing the tasks entrusted in the volunteering event.
- Review tasks and information provided in advance to the volunteering event.
- Do not take advantage of volunteering participation to achieve personal goals that may harm the interests of the university and its employees and others.
- Wear the appropriate outfit and identification card, which is provided by the coordinator/supervisor on the day of the event.
- Accept guidance in performing tasks and follow them accurately and proficiently.
- Seek the event coordinator/supervisor when experiencing difficulties or obstacles in performing the volunteering tasks.
- Oblige to the stated and agreed upon the volunteering participation timing during volunteering activity.
- Notify the event coordinator/supervisor as soon as you arrive to the event place or in case you need to leave the event for any reasons.
- Commit to be present at the volunteering event site as stated.
- Inform the event coordinator/supervisor of your absence for any reason, to take necessary actions.
- Notify the event coordinator/supervisor about your withdrawal from the event at least one week prior to the volunteering event, and document reason for withdrawal electronically from your profile.
- Respect the confidentiality and privacy of the volunteering activities information and do not disclose it until its implemented or directed by the supervisor.
- Do not release any press or media statements regarding the event without prior permission.
- Do not perform any commitments other than your assigned tasks to other parties during your participation in the volunteer event. Additionally, inform the coordinator/supervisor of any requests related to this regard.
- Safeguard the university's property and materials given and hand them over to the authorized unit after the end of the event.
- Do not request, collect, or participate in personal financial donations or any similar act during your participation in volunteering activity.
- Follow the safety and security procedures at the event site.
- Do not smoke during your participation in volunteering activity in, or outside the university.
- Document your volunteering hours and fill out volunteer satisfactory survey.
- View the volunteering policy of Volunteer University.

Anyone may volunteer including current or retired employees, students, alumni, or others may provide volunteer services to the university, with the following restrictions:

- A non-student under the age of eighteen may only become a university volunteer for services for which a Volunteer Agreement is not necessary (see Services Not Requiring a Volunteer

Agreement below), and only with parental consent (see Selecting and Engaging a Volunteer below).

- An employee may not become a university volunteer at the university in any capacity in which he or she is employed at the university, or which is essentially like the individual's regular work at the university.
- Services that are not directly related to university business, such as those performed by employees for employee organizations, are generally not covered by this policy.

5.3.1 Volunteer Agreement & Procedures

The following segments of this document specify three types of services, based on the varying degrees of risk associated with each: services not requiring a Volunteer Agreement; services requiring a Volunteer Agreement; and prohibited activities (those which a university volunteer must generally never perform). The lists that follow are not exhaustive; they are intended to provide guidelines when considering university volunteer engagement. The Forms section of this policy does not imply a sample Volunteer Agreement, yet encourages each unit to design their own, provided it contains all the standard information needed. containing the minimum information necessary for those individuals' performing duties that require an agreement.

The following activities are generally considered low-risk, and do not require a completed Volunteer Agreement:

- Advisory Council participation
- Clerical work
- Commencement volunteer
- Gallery/program guide
- Museum docent (provided there is no travel requirement)
- Phone-a-thon volunteer.
- Public speaker

For the following activities, volunteers are generally required to complete a Volunteer Agreement (Forms):

- Laboratory work
- Professional services, such as those performed by accountants, architects, doctors, engineers, etc.
- Travel of any kind
- Work with animals.
- Work with confidential information.
- Work with minors, other than Alfaisal students or applicants to Alfaisal.
- Caution: For individuals under the age of eighteen, parental consent is required.

University volunteers are generally prohibited from performing the following activities:

- Operation of heavy equipment
- Work with hazardous materials.
- Work with stored energy.
- Any activity considered inappropriate for an employee.
- Entering any contract on behalf of the university

When engaging as a university volunteer, it is the unit's responsibility to be certain the individual has adequate experience, qualifications, and training for the task he or she will be required to perform. The following procedures are suggested to ensure that your selection process is satisfactory:

- Complete a Description of Volunteer Service for your university volunteer position before recruitment.
- Determine if a volunteer agreement is necessary (see the Services Not Requiring a Volunteer Agreement, Services Requiring a Volunteer Agreement, and the Prohibited Activities segments of this document).
- At your discretion, you may ask the individual to register at the national volunteer platform.
- If the individual is between fifteen and eighteen years of age, he or she may only become a university volunteer for services that do not require a Volunteer Agreement (individuals under fifteen may not volunteer for services). In these cases, a Parental Consent Form must also be completed.
- When your unit accepts an individual as a university volunteer, explain the description of duties and, if appropriate, the Volunteer Agreement. Fill in your unit's name on the agreement.
- When an agreement is warranted, have the individual sign it, and provide a copy, with the Description of Volunteer Service attached.
- Retain any forms completed during the above procedures, as well as copies of any attachments, for a period of three years from the date of the university volunteer's separation.

For some university volunteers, it may not be appropriate to follow some of the steps above (e.g., advisory council members, trustees, reunion chairs). You may end a university volunteer's term of service at any time and without warning. Indemnification is provided to university volunteers in the same manner as applies to employees, that is: for acts or omissions arising within the scope of the volunteer's performance of specifically authorized duties or assignments on behalf of the university. To ensure adequate documentation, the department or unit engaging the university volunteer must keep a copy of the Volunteer Agreement (with the Description of Volunteer Services attached)

5.3.2 Forms & Reporting

A variety of forms may need to be completed when selecting and engaging university volunteers. The forms included here are samples that contain the minimum information needed to comply with this policy; you may use them, or you may design your own.

Form	Use
Volunteer Profile	Provides necessary information to individuals who wish to engage university volunteers.
Description of Volunteer Services	Specifies duties that will be allowed and expected from university volunteers.
Volunteer Agreement	Ratifies the engagement of certain university volunteers.
Parental Consent Form	Establishes parental permission for university volunteers between the ages of fifteen and eighteen years.

All units shall document efforts and their impact on the environment and community via Alfaisal Social Responsibility Representatives for proper record keeping and reporting. As per the applicable reporting requirements of the Social Responsibility Department. Alfaisal SRS Representatives shall

launch the new volunteer opportunities via the National Volunteer Portal to make it easy for people across the Kingdom to find meaningful volunteer opportunities that match their skills and interests.

Alfaisal is a member of the National Volunteer Portal offers a wide range of volunteer opportunities in Saudi Arabia, from supporting non-profit organizations to organizing community events. It is designed to make it easy for individuals to find and participate in volunteer opportunities that align with their personal goals and interests. The portal includes an easy-to-use system for issuing licenses and regulating private volunteer clubs and centers, ensuring that all establishments meet high standards and protect the safety and well-being of volunteers and the community. Additionally, the portal offers access to reports and verification services to help people make informed decisions. Not only does the National Volunteer Portal create meaningful opportunities to give back and make a difference in the lives of others, but it's helping people across the Kingdom gain new skills and experiences, meet new people, and feel a sense of accomplishment and purpose. Initiatives are working to achieve the Kingdom's goal of 1 million volunteers annually and support an emerging non-profit sector.

6. Environmental Sustainability

So, how can you help achieve sustainability? The UN offers 17 goals for sustainable development that act as the path to achieving a more sustainable future. These goals address global challenges like:

- Clean water and sanitation: Such as learning to avoid wasting water.
- Climate action: Acting now to stop global warming.
- Life below water: Avoiding the use of plastic bags to keep the oceans clean.
- Life on land: Planting trees to help protect the environment.
- Responsible consumption and production: Recycling items such as paper, plastic, glass, and aluminum
- Sustainable cities and communities: Biking, walking, or using public transportation.

Sustainability goes beyond nature itself. "We have to simultaneously recognize that oppressed communities are more severely impacted by environmental degradation," Weinstein said. You can't truly achieve sustainability, he said, until everyone has safe, healthy, and happy communities that operate with future generations in mind. Examples of Sustainability at Alfaisal include creating a positive environment with opportunities for all learners to become engaged with sustainability; fostering a culture of sustainability at all levels and being recognized within local communities; work behind the scenes, where processes such as carbon neutrality are followed through to ensure day-to-day operations are supporting sustainability; organizing and maintaining goals while being transparent on progress. Furthermore, tools such as the Office of Sustainability and the Environmentally Sustainable Strategic Plan are instrumental in conducting planning and administration.

6.1 Environmental Impact Assessment Procedures & Waste Management

The university conducts regular environmental impact assessments to identify areas for improvement and set sustainability targets. Assessments include not limited to:

- Energy audits to reduce consumption.
- Water usage assessments to minimize waste.
- Waste audits for efficient waste management.

To reduce its carbon footprint, Alfaisal University implements strategies such as:

- Investing in energy-efficient technologies and practices.
- Switch it Off: Turn off the lights when natural light is sufficient and when you leave the room. It's that simple!
- Phantom Power: many electronics continue using energy even when powered down, this is true of any charger, television, printer, etc. Use a power strip to easily unplug these electronics when not in use.
- Give it a Rest: Power your computer down when you're away. A computer turned off uses at least 65% less energy than a computer left on or idle on a screen saver.
- Take the Stairs: Use the stairs as often as possible. Elevators consume electricity. You, on the other hand, do not.
- Switch to CFLs: Compact fluorescent light bulbs (CFLs) use 75% less energy than incandescent and last up to 10 times longer.
- Conserve Paper: Print and copy on two sides, save single-sided pages for notes, and print only what you need.
- Promote Reuse: Donate used cell phones and chargers, furniture, clothing and cleaning and school supplies.
- Get a Little Exercise: enhance the culture of using stairs and walking on the campus if the distance is reasonable.
- Monitoring and reducing greenhouse gas emissions.

The university actively manages waste and promotes recycling through:

- Implementation of waste reduction and recycling programs.
- Educating the campus community on responsible waste disposal.
- Regular reviews of waste management practices for improvement.

7. Education and Research Initiatives

Alfaisal is home to several faculty-run centers that produce cutting-edge research on global issues in education. Additionally, the university's many practice-driven initiatives put innovative practices, strategies, and tools directly into the hands of practitioners, both in Saudi Arabia and across the globe. Alfaisal University integrates social responsibility principles into its academic programs by offering courses and seminars on ethics, and sustainability, and encouraging students to engage in social and sustainability-related projects and research. Likewise, the university supports research on social and environmental issues by allocating research grants and resources and facilitating collaboration between faculty and students on impactful research initiatives.

8. Employee Engagement and Well-being

Employees feel engaged when work feels more like a community and less like a chore. Employee wellness programs help foster a sense of community in the workplace, significantly improving employee mental health. Wellness practices help bring teammates together through challenges, activities, and healthy workplace habits. Employers are also able to demonstrate their support towards employees by offering wellness solutions and educational opportunities. Investing in an employee's well-being is investing in their happiness. The university promotes employee well-being through work-life balance policies, health and wellness programs, and opportunities for professional development and growth. For more information, please see section 6.3 *University Volunteer Policies and Operational Plans*. Alfaisal University also offers training programs for staff to enhance their understanding of their role in promoting these principles.

9. Community Events

Alfaisal University is dedicated towards bringing the best opportunities to its students, faculty, and staff to develop their hard and soft skills, encouraging them to explore new tasks and be involved in seasonal events that require teamwork, commitment, communication, and proactivity. These events vary in nature, duration, domain, and size, conducted by the University and/or in partnership with different entities with shared goals and objectives like national and international conferences. Social Responsibility conferences and events shall comply with Alfaisal set forth appropriate policy & procedures, standards, priorities, and guidelines for scheduling facilities and events.

To avoid overlapping all the community calendar will be online available for CSR representative to insert their event which will grantee Successful Alfaisal University Event Planning and impact. A well-crafted community calendar becomes the central meeting point that ignites emotional attachment, creates new revenue streams, and establishes a strong sense of identity for both locals and visitors alike. A thriving community is built upon a shared sense of connection, engagement, and opportunity. At the heart of fostering this vibrant atmosphere lies a critical element: a robust community calendar.

To successfully qualify as a university community event, the proposing Event must meet the following criteria:

- University policy governs all events and conferences should be followed.
- Be an officially recognized University organization; not an individual or an outside-unaffiliated organization wishing to utilize campus space.
- Ensure the event supports the overall mission and vision of Alfaisal University.
- Ensure the event is directly related to the Social Responsibility and sustainability mission and strategic goals of the organizing department and demonstrates educational access and benefits to the immediate Alfaisal community.
- Managing logistical planning and execution of the event
- Be willing to assume all financial responsibility for all event-related costs.
- Review and understand the commitment of Alfaisal staff resources.
- Be aware of the physical impact on the campus (parking, traffic, staffing, etc.) and account for increased traffic and parking on campus during “peak” hours.
- Confirm that the department’s chair, school’s dean, or other designated university authority within that university organization has been informed of the event and approves the proposed expenditure of funds.
- Ensure reasonable consideration is given and every effort is made to produce a sustainable “green” event.
- Fees charged through registration or tickets distributed must be arranged through an Alfaisal University related entity finance /facility /or registration service.
- Be responsible for the actual logistical pre-event planning, and management day-of event.
- Be present during the event as main point of contact.
- Any proceeds received are to benefit the Alfaisal organization only.
- Funds from outside organizations for event-related expenses

Off-campus fundraising activities by any Alfaisal entity including student organizations is restricted and requires prior university approval from the Office of Development. The university has such policies to coordinate fundraising efforts and to ensure good stewardship. Before seeking off-campus funding, you are expected to first exhaust on-campus sources. On-campus fundraising is easier, faster, and engages the university community. Crowd sourcing activities do not meet university policy and are not permitted.

Alfaisal event organizers may work with an outside organization not affiliated with Alfaisal under certain conditions. The Alfaisal organizer must work with an unaffiliated event sponsor to review:

- Potential conflicts of interest and addressed them before any agreements are made.
- The outside organization's goals must have some reasonable related goals and purpose to that of the Alfaisal academic organization presenting the event.
- How the outside group will contribute to the event (not manage, etc.)
- Unaffiliated event sponsors cannot receive any financial benefit from the event in net proceeds and cannot use the event as a fundraising activity.
- Written agreements are generally required.
- A certificate of insurance must be provided by an unaffiliated event sponsor to the university.
- Use of Alfaisal name and marks as well as any unaffiliated sponsored names and marks associated with any promotional materials must be reviewed and approved by the Alfaisal event organizer.
- The unaffiliated sponsor must not drive the event content, goals, expenses, or other logistics involved in partnering with the Alfaisal event organizer in presenting a university event.

Any event should be communicated early in the process with MC Events & Protocol before proceeding with the planning process, particularly when it consists of large, high-profile events.

10. Reporting, Transparency, Publications & International Standards

All units shall document efforts and their impact on the environment and community via Alfaisal SR Representatives for proper record keeping and reporting. Alfaisal University follows systematic procedures for reporting and documentation, including:

- Social Responsibility integrated platform for documentation and reporting, considering any national and international accreditation and/or classification bodies' requirements e.g. (satisfaction rate, rate of program & initiatives and the percentage of faculty members and students participating in community services, cost).
- The system will automatically generate reports based on the uploaded data by the SOCIAL RESPONSIBILITY Department representatives.
- to form and monitor a coherent and synchronized portfolio via alignment and coordination,
- Producing the desired gains as per MoE & HRSD and mandate while maximizing the positive impact on the image of Alfaisal and the industry, which will ultimately support KSA Kingdom's Vision 2030 to transform Saudi Arabia into a thriving and dynamic nation.

An electronic platform that allows the University to deposit the contributions of its members (faculties, admin staff and students) in the University's Social Responsibility ports in a form of platform to be able to convert it to weighted value to document, evaluate and direct the future trajectory of the university's community services throughout the year in a sustainable manner. The main objective of the social responsibility portal (SRP) includes framing community responsibility institutionally and document it electronically through a system where it calculates its actual, equivalent, and estimated cost for the University's resources and possessions invested in university ports for the community responsibility and therefore create the capacity to evaluate it objectively. The specific objective of SRP consists of:

- Enhance orientation to electronically automate all community service-related milestones, standardization of formats and mechanism of action, leading to paperless environment.

- Establish community responsibility portal database; improve the efficiency and speed of data retrieval and employ them to serve the requirements of institutional accreditation.
- Facilitate linking the portal's operating categories with the decision-makers.
- Secure balance and integration between the contributors of social responsibility.
- Provide a secure and flexible method of documenting the efforts of the university staff in social responsibility.
- Motivate creativity, innovation, and entrepreneurship in social responsibility.
- Encourage and reinforce the culture of quality in community service and continuous development.
- Enable the university to announce its annual community service achievements and turn its efforts to weighed and tangible values.

Reports are published on the university's official website annually, providing stakeholders with easy access to information about social responsibility initiatives, progress, and impacts. The university aligns with international reporting standards. Reporting on the SDGs leverages the GRI Standards — the world's most widely used sustainability reporting standards — and the Ten Principles of the UN Global Compact to ensure transparency and comparability in reporting.

Alfaisal SR Representatives should launch and record all volunteer opportunities via the National Volunteer Portal which offers a wide range of volunteer opportunities in Saudi Arabia, from supporting non-profit organizations to organizing community events. It is designed to make it easy for individuals to find and participate in volunteer opportunities that align with their personal goals and interests. The portal includes an easy-to-use system for issuing licenses and regulating private volunteer clubs and centers, ensuring that all establishments meet high standards and protect the safety and well-being of volunteers and the community. Additionally, the portal offers access to reports and verification services to help people make informed decisions.

11. Stakeholder Communication, Benchmarking & Regulatory Compliance

Alfaisal University employs various strategies to communicate initiatives to stakeholders, including Annual Social Responsibility Department reports, social media and university publications, and Direct engagement with stakeholders through meetings and forums. Procedures are in place to gather feedback from stakeholders, including students, faculty, staff, and local communities, through surveys, feedback forms, and open channels of communication. The university conducts periodic stakeholder engagement sessions and consultations to understand their concerns, expectations, and to address specific issues related to initiatives.

Alfaisal University benchmarks its performance against top-notch universities globally to identify best practices and areas for improvement. The university employs robust mechanisms to assess the effectiveness of programs, including impact evaluations, surveys, and key performance indicators (KPIs). Based on assessment results, the university continuously improves and adapts Social Responsibility Department programs to align with evolving best practices and changing societal needs.

Alfaisal University maintains procedures to ensure compliance with local laws and regulations governing practices. The university aligns its Social Responsibility Department practices with international Social Responsibility Department standards and guidelines, seeking to exceed compliance when possible.

12. Resources, Budget Allocation & KPIs

Alfaisal University allocates financial and human resources to support initiatives, ensuring adequate funding and personnel for successful implementation. The university explores opportunities for obtaining external funding and grants to bolster projects and research. Risks associated with social responsibility activities are identified and assessed, and risk mitigation strategies are developed. Contingency plans are established to address unforeseen challenges or disruptions in initiatives, ensuring a swift and effective response. Key performance indicators (KPIs) are defined to measure the impact and effectiveness of initiatives. These may include Increase in community engagement metrics, Improvements in employee satisfaction related to social responsibility and sustainability and review the approved KPIs. The university conducts regular monitoring of KPIs and reports progress to stakeholders in reports.

13. Review, Revision, Reporting, Recognition & Compliance

The policies and procedures are reviewed annually by the Department Committee to ensure alignment with evolving best practices and the university's objectives. Stakeholder feedback is actively sought and incorporated into the review process, ensuring that policies and procedures reflect the needs and expectations of stakeholders. Alfaisal University provides training programs and workshops for staff and students to enhance their understanding of principles and practices. Awareness campaigns are organized to promote social responsibility values among the university community and raise awareness about initiatives. The university provides a confidential mechanism for reporting concerns, allowing stakeholders to express their concerns without fear of retaliation. The university actively seeks awards and recognition on a national and international scale to acknowledge and celebrate its achievements. Policies and procedures are made accessible to all stakeholders through the university website and other communication channels. Information is disseminated through various university channels, including newsletters, social media, and internal communications. These detailed policies and procedures serve as a foundational framework for Alfaisal University's initiatives. Regular reviews and updates ensure that the policies remain relevant and effective in achieving objectives.

Procedures are in place to address instances of non-compliance with policies, including corrective actions measures when necessary. The university may take disciplinary actions against individuals or entities found to be in violation of principles, as outlined in university policies. These detailed policies and procedures serve as a foundational framework for Alfaisal University's social responsibility initiatives. Regular reviews and updates ensure that the policies remain relevant and effective in achieving objectives. It is the responsibility of the Corporate Social Responsibility Department and its stakeholders and all related units to implement the provisions of this SRSP.

14. Approvals

Prepared by Social Responsibility Department- External Relations
Reviewed and proofread by Res & Com Partnership Subcommittee
Approved and endorsed by University Council

15. Definitions

These definitions apply to these terms as they are used in this policy.

SOCIAL RESPONSIBILITY Department carries out ...	Corporate social responsibility (SOCIAL RESPONSIBILITY AND SUSTAINABILITY) is a broad business concept. It describes a company's commitment to carry out its business in an ethical way. This means managing their business processes while taking account of their social, economic, and environmental impact, and considering human rights. Community service, community engagement, community partnerships, sustainable development, volunteer work
Agent of University	An individual acting on behalf of the university.
Indemnification	Protection by the university in the settlement of demands and expenses incurred in connection with judgments or claims against an individual, provided that the act or omission causing the judgment or claim occurred while the individual was functioning in the performance of authorized duties on behalf of the university.
Stored Energy	Physical energy stored in springs, elevated machine members, rotating flywheels, and hydraulic systems, or as air, gas, steam, or water pressure, etc.
University Volunteer	An individual who performs services for and directly related to the business of the university, without the expectation of compensation. the most common elements of the definitions of volunteerism used across countries and regions, namely that: Volunteerism is an activity or work. Volunteering is a contribution in-kind (i.e., time, skills, or services) and should be distinguished from donations in goods, cash, or other valuable assets. Volunteerism is done by people. Volunteers may act individually, as groups, or through associations and other formal organizations; but in all cases, a "volunteer" is a human being. Volunteerism is done willingly. Individuals must make a free choice to volunteer. If an individual is compelled or coerced, then he or she is generally not considered a volunteer. Within many cultures and religious faiths, certain types of volunteer activities may be considered a social or religious obligation; rural villagers in Africa, for example, may consider it a societal imperative to care for the elderly of the village and would not necessarily characterize such work as "volunteering." However, as the ILO explains, "social obligation, such as peer pressure, parental pressure, or expectations of social groups, does not make the activity compulsory." Volunteerism is done without pay. Confusion often arises surrounding the idea that volunteerism is done without pay. In some contexts, volunteers would not be expected to receive any kind of monetary compensation whatsoever, while in other places volunteers might be entitled to stipends intended to help cover their living expenses or reimbursements of expenses incurred (such as the cost of traveling back and forth to the volunteer location).

Units	All existing deanships, departments, projects, associations, clubs, and centers are involved in all forms of community. All faculties, staff and students involved in all forms of community.
The initiator	initiator of a given community partnership or activity

Authorization

This policy was prepared by.

Social Responsibility Department / External Relations

This policy was authorized/approved by



(Signature)
H.E. Mohammed Alhayaza
Chair of University Council

1-2-2026

Date (DD/MM/YR)