

مدينة الملك عبدالله الطبية
King Abdullah Medical City

Knowledge
Code of Ethics

First Edition, 2025

لتبقى مكة بصحة
@KAMC_makkah

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Introduction

The rapid growth and acceleration of information and knowledge transfer through modern technological means, along with the increasing significance of knowledge in its various forms and contributions to advancing life domains, especially with the presence of open-access policies in the digital world, highlight the importance of knowledge ethics, the world is witnessing numerous forms and methods of violations across all fields of knowledge.

Therefore, Knowledge Code of Ethics

serves as a commitment document outlining the principles and rules that govern the actions and behaviors of knowledge individuals across all processes, it defines the obligations and duties that regulate knowledge-related behavior, specifying what is deemed right or wrong for those individuals.

Definitions

Charter:

A binding document or agreement containing obligations, where violations are subject to specific penalties.

Ethics:

Standards and rules established by individuals or societies, functioning as a form of human awareness to regulate and organize behavior across various domains, these are obligations and duties that guide human actions.

Knowledge:

Useful conclusions, judgments, or decisions derived from identifying patterns between specific information presented within a conceptual framework.

Knowledge Individuals

All individuals connected to knowledge, including its workers, ambassadors, owners, and sources, whether inside or outside the organization

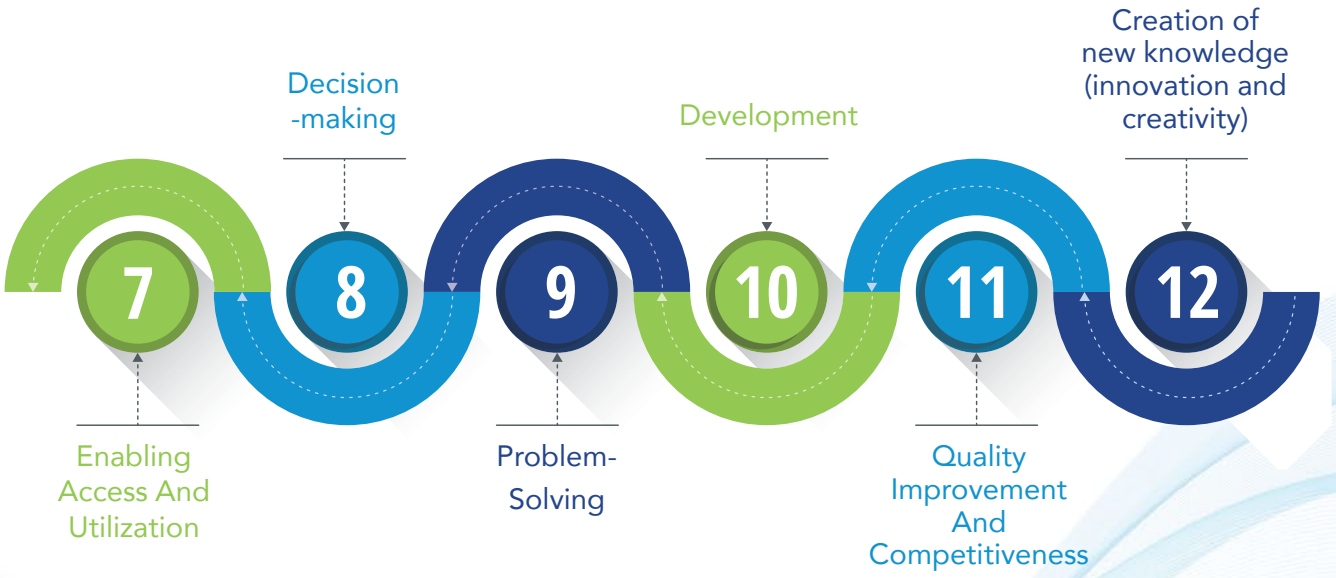
- **Knowledge Workers:** Employees and specialists in knowledge management who oversee all knowledge-related processes.
- **Knowledge Ambassadors:** Employees from various departments who facilitate knowledge-related processes within their sections and act as liaisons between their departments and knowledge management administration.
- **Employees:** As owners and/or experts of knowledge, they are considered internal sources of knowledge.
- **Supervisors and Organization Officials:** they are also one of internal sources of knowledge within the organization.
- **Partners and Suppliers:** External sources of knowledge.
- **Clients:** Including patients, their companions, and visitors, who are considered external sources of knowledge for the organization.



Knowledge-related Processes

A series of interconnected and sequential activities, including mechanisms for accumulating, integrating, and reforming knowledge, resulting in an effective impact on the organization. These processes include:





Principles of Knowledge Ethics

Knowledge ethics are based on two fundamental principles:

- **Non-Maleficence:** Knowledge should not include theories or practices intended to harm employees or the organization.
- **Beneficence:** Knowledge, whenever possible, should not only avoid causing harm but also aim to bring benefits to the employee and the organization.

Accordingly, Knowledge Ethics are considered as:

- A set of professional ethical standards governing relationships among knowledge owners (including employees and experts), supervisors, colleagues, publishers, authors, and suppliers of information and knowledge sources, knowledge workers, and beneficiaries.
- A cornerstone for both knowledge owners and beneficiaries.
- A safeguard for professional work, ensuring it remains effective and free from deficiencies.
- A better protective measure for knowledge owners and workers, leading to higher-quality services for beneficiaries.
- A provider of ethical standards that ensure the proper application and adaptation of knowledge while granting rights to its owners.
- A guarantee for the accessibility of knowledge to all beneficiaries.
- An enabler for monitoring and tracking knowledge-related processes.
- A tool for building trust and enhancing decision-making processes.
- A promoter of a healthy and productive working environment.

Knowledge Code of Ethics

Knowledge Code of Ethics at King Abdullah Medical City in the Holy Capital (KAMC) comprises 9 articles that include preserving all rights, ensuring data confidentiality, clarifying duties and highlighting ethical breaches, as well as mandate encouragement related to knowledge. They are as follows:

1. **Knowledge acquired by the employee during work at KAMC is the property of this organization. This does not conflict with employee's rights, which are preserved through formal procedures.**

2. **Employees when utilizing acquired knowledge for personal must purposes or for external parties must refer that to KAMC.**

3. **Sharing knowledge among employees contributes to the development and enhancement of a healthy and productive working environment.**

4. **Knowledge owner employee must document his knowledge and make it accessible to others using platforms such as Dropbox.**

5. **Employees must ethically commit to maintain privacy and data confidentiality by:**
   - Protecting and respecting intellectual property rights.
   - Adhering to information security and cybersecurity guidelines.
   - Complying with citation rules and referencing shared knowledge and data.

6. **Avoiding ethical breaches, such as:**
   - Collecting data illegally.
   - Providing false information.
   - Statistical manipulation during data analysis, research results, or recommendations.

7. **Prohibiting the use of knowledge for unethical purposes, such as harming others, causing damage to KAMC, or leaking data to competitors. Such practices will result in legal accountability.**

8. **KAMC officials are responsible for encouraging employees to actively participate in knowledge collection and exchange.**

9. **KAMC is committed to recognizing and promoting best practices related to knowledge.**

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