



نيوم NEOM

## GUIDELINES FOR SELF-DIRECTED GROUPS (SDGs)

NEOM Community Services – Community Engagement



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## 1. PURPOSE

NEOM is a community and we welcome the formation of special interest groups for the enjoyment and benefit of residents.

These guidelines explain what is required for establishing and administering Self-Directed Groups (SDGs) in accordance with NEOM's procedures and objectives. This document outlines the processes for allowing SDGs to conduct their activities and events within the NEOM communities or in other locations managed by NEOM Community Services.

For those SDGs which receive accreditation through this process, NEOM Community Services can support with promotion, announcements, corporate branding and social responsibility awareness within NEOM communities and other locations that it manages.

## 2. DEFINITION OF TERMS

The following terms shall carry the same meaning wherever they appear in this document to ensure parallel understanding and consistency of purpose:

- 2.1. Self-Directed Group: A group of individuals bound by a common interest or activity organized for operating and promoting activities that are beneficial to NEOM employees, their dependents and the NEOM community in general.
- 2.2. Member: A NEOM employee/resident or any of his or her family members and any NEOM contractor or SMP, who satisfy the membership requirements of any recognized SDG in NEOM.
- 2.3. Family members: Children or spouse of the employee/resident.
- 2.4. Election: Where all Officers get selected by the members of the SDG.
- 2.5. Officer: An SDG member who is a regular employee/resident who has been elected based on the mandate of the organization and are given some tasks in managing the group.
- 2.6. Sponsorship: Assistance either in terms of financial support or in kind given by NEOM Community Services to an SDG for an activity, event, person or organization in pursuit of their goals.



- 2.7. Charter: A list of rules, regulations and by-laws that govern the group and its members. This is done/created by group officers and submitted to NEOM Community Services management for approval.
- 2.8. Non-Profit Organization: An organization that exists to promote and champion a particular cause and offer community support that does not make a profit.
- 2.9. Disclaimer: A document that acknowledges the group's accountability for protecting the name and the interests of NEOM, which all officers and members should sign once an SDG is initiated.

### 3. ROLES & RESPONSIBILITIES

The following stakeholders shall be working together to ensure that each SDG will be operating according to its approved charter:

#### 3.1. Community Services:

- 3.1.1. Assists and facilitates SDGs and monitors their activities, operation and overall existence in the communities.
- 3.1.2. Provides formats/templates to be used by SDGs for communications.
- 3.1.3. Provides overview of SDG guidelines if requested by SDG officers.

#### 3.2. Community Engagement Services:

- 3.2.1. Acts as the overall administrator responsible for all coordination and implementation of procedures, overseeing the tasks and projects of all NEOM SDGs, and holds the authority to censor members and revoke their accreditation in case of violations.
- 3.2.2. Liaises with the officers of each SDG with any concerns and issues that require intervention or support.
- 3.2.3. Provides a safe community environment where SDGs can conduct their activities and events.



3.2.4. Conducts quarterly meetings between all SDGs to discuss progress, opportunities for improvement, recognition and future developments.

3.3. Self-Directed Groups (SDGs):

3.3.1. Officers of each SDG shall be responsible for managing the affairs of their group, including behavior and when necessary disciplining members, which may require further action.

3.3.2. Officers need to ensure that all undertakings are above board and strive to protect NEOM's reputation and its members.

3.3.3. Members and officers must adhere to their roles and responsibilities as stated in their charter (constitution and by-laws).

3.3.4. Officers need to ensure integrity, honesty and fairness in conducting its business.

3.3.5. No SDG shall enter into a legal contract with any outside group using the name of NEOM without prior consent from Community Services management. For more information, kindly refer to the disclaimer (page 8).

#### 4. TYPES OF SELF-DIRECTED GROUPS

Any group that satisfies the categories listed below is eligible to register with Community Services as a Self-Directed Group (SDG):

4.1. Educational focus: Science groups, language learning, etc

4.2. Community engagement: Environmental, volunteer, etc.

4.3. Recreation: Arts, crafts and photography, music, etc.

4.4. Sports: Golf, rugby, basketball, volleyball, soccer, etc.

4.5. Wellness initiatives: Boot camp, CrossFit, walking/running, etc.



4.6. Special interests: Toastmaster, women’s issues, etc.

Any group that does not fall within the categories mentioned above shall be reviewed by Community Services management, to determine whether the application aligns with these guidelines, the needs of the community and NEOM’s overall vision.



## 5. ACCREDITATION REQUIREMENTS

In order to seek accreditation by NEOM Community Services, the following steps should be followed:

### 5.1. Relevant documents:

5.1.1. Submit your SDG request form (click [here](#)).

5.1.2. A copy of the proposed charter/constitution.

5.1.3. Each member should provide their email address, phone number and NEOM ID number (for employees). Family members should present proof of their relations with the NEOM employee, e.g. family booklet, iqama, passport, etc.

5.1.4. All documents/forms shall be maintained by the SDG-appointed secretary.

### 5.2. Approval process:

Initiated & signed by	Reviewed by	Approved by
SDG officers	Community Engagement Lead	Engagement & Leisure Services Manager

5.2.1. The SDG applicant will be notified by email about the result of the document review within 10 working days of submission.

5.2.2. Only upon approval can the SDG be fully recognized within NEOM communities.

### 5.3. Election of officers:

5.3.1. An updated list of officers and members must be submitted to the Community Services management within one week of the election date.

5.3.2. Officers should have an election at least once every two years.



5.4. Revocation of accreditation:

Community Services management has the authority to revoke the accreditation of an approved SDG if the SDG fails to comply with the SDG guidelines or with NEOM regulations and requirements.

5.5. Eligibility:

Each SDG shall have a set of officers, who will be chosen among their members. To qualify, he or she must be 21 years old and above at the time of elections.

5.6. Officers:

- 5.6.1. President: Calls and presides over the meetings; prepares agenda and designates committees with the coordination of the group secretary.
- 5.6.2. Vice President: Acts as chairperson in the absence of the president; acts as committee coordinator and assists the president in promoting organizational activities.
- 5.6.3. Secretary: Records minutes of the meeting, follows up with actions till closed, maintains and records group documents and lends support to the committee.
- 5.6.4. Treasurer: Accounts for SDG funds, collects dues, pays bills, records all financial information and prepares financial report for audit purposes.

5.7. Conflict of interest:

- 5.7.1. Other positions deemed as necessary by the SDG as unanimously approved by all officers.
- 5.7.2. No officer shall hold positions in two SDGs. But a member can join any SDG related to their interests.
- 5.7.3. If more than one family member belongs to one SDG, only one of them can be elected as officer to avoid a conflict of interest.





## 6. SELF-DIRECTED GROUP PRIVILEGES

- 6.1. All requests must pass through the Community Engagement Lead.
- 6.2. SDG events will be advertised by NEOM's Community Services or Internal Communication teams' Outlook mailing lists, Microsoft Teams and the Community Services website.
- 6.3. All communication items must follow NEOM announcement guidelines.
- 6.4. SDGs will be allowed to create groups in MS Teams and post announcements with the approval of the Community Engagement Lead.
- 6.5. SDGs will be given priority over other individuals for scheduling in the Community Services facilities such as meeting rooms, sports fields, etc.
- 6.6. Usage of NEOM facilities by junior groups shall require supervision by adults.

## 7. FUNDING REGULATIONS

- 7.1. SDGs will operate on their own to generate any income and operate as trust where funds generated will be available for investment into the SDGs growth and development.
- 7.2. The request for funds, if required, shall be evaluated by the Community Engagement Lead based on the approved yearly activities calendar.
- 7.3. The SDG must submit a list of proposed activities and an events calendar.
- 7.4. SDGs will not be allowed to request funds from any other source internally or externally, without the endorsement of the NEOM Community Services management.
- 7.5. SDGs need to make their records accessible to NEOM Engagement Services for an audit and inspection upon request.



## 8. REPORTING MECHANISM

### 8.1. Record-keeping:

- 8.1.1. Records must be maintained showing the breakdown of all expenses with details and attachments.
- 8.1.2. Records must be maintained showing the source of funds with approvals.

### 8.2. Reporting:

- 8.2.1. Annual financial statements must be submitted to Community Services management by Dec. 1 of each current year for review.
- 8.2.2. Financial statements should contain any financial activities with the required approvals.
- 8.2.3. All collections and expenses must be properly recorded in a Book of Accounts, which must be made available for review and auditing purposes at any time. Additional required information must be submitted within five working days.
- 8.2.4. NEOM funding may be withheld if there are discrepancies in the report.
- 8.2.5. The president, vice president and treasurer shall be responsible for rules compliance, and he or she will be liable for any irregularities based on audit findings.

### 8.3. SDG responsibilities:

- 8.3.1. SDGs shall be responsible for maintaining the cleanliness of the venue after use.
- 8.3.2. No alteration of the venue facilities shall be allowed without the approval of Community Services management.
- 8.3.3. Any damage to the facilities must be immediately reported to the Engagement Lead.
- 8.3.4. SDGs must ensure that only legitimate members of the group are allowed at NEOM facilities for the safety and security of members and community residents.
- 8.3.5. SDGs to make sure all their members have valid NEOM IDs.



8.4. Reservations:

- 8.4.1. Reservations are required for the use of any NEOM facilities at least seven days before the event. If two SDGs wish to reserve the venue, a first-come, first-served policy will apply. Sometimes the number of attendees will determine who will get the reservation and an alternative location will be offered to the other group.
- 8.4.2. The request must contain the purpose of the event, the number of participants, the date and the time.
- 8.4.3. Community Services has the right to cancel an activity or move the venue for that activity to meet the requirements of NEOM events.
- 8.4.4. A request for extended hours must be submitted to the Community Services team. This may be allowed only if there is no conflict in schedules for that venue.
- 8.4.5. In case of accidents, the SDG shall immediately notify the Engagement Lead once any first aid or other emergency issues have been dealt with.
- 8.4.6. Note: SDG members shall be responsible for arranging their own requirements, i.e. office supplies or materials.



## 9. STANDARD BEHAVIOR & PERFORMANCE

### 9.1. General standards:

- 9.1.1. All SDG members are expected to act as role models for their peers, families and all other community residents.
- 9.1.2. SDGs must clearly state examples of what is an acceptable standard of behavior and performance in their charters.
- 9.1.3. SDG Officers should ensure fairness in enforcing discipline among their members in consultation with the Engagement Lead.

### 9.2. Offenses & reporting:

- 9.2.1. All offenses must be reported and investigated by the Engagement Lead.

### 9.3. Level of offense:

- 9.3.1. First offense: Written warning.
- 9.3.2. Second offense: Notification of final warning.
- 9.3.3. Third and final offense: Expulsion from the SDG based on the decision of its officers. If the offender is an employee, a copy of the decision may be sent to HR depending of the reason of the expulsion.
- 9.3.4. The offender may submit an appeal to the Community Engagement Lead within seven working days of the date of expulsion notice.

- 9.4. A final decision shall be handed down by Community Services management based on the recommendation of the Engagement Lead.



## 10. DISCLAIMER

Every member and officer of a Self-Directed Group (SDG) shall sign a disclaimer form to acknowledge their responsibility for protecting the name and honor of NEOM in all of its dealings either internally or externally.

### SELF-DIRECTED GROUP (SDG) DISCLAIMER

The accreditation does not provide the SDG the authority to act on NEOM's behalf.

Name of SDG, represented by its duly elected officers and a recognized and accredited Self-Directed Group (SDG) of NEOM, hereby acknowledges its responsibility to protect the name, interests and honor of NEOM in all its dealings either internally or externally.

Name of SDG will adhere to its approved constitution and by-laws and will operate according to the approved goals, which is to promote and protect NEOM and be a steward of goodwill.

Name of SDG also acknowledges not to enter legal instruments using the name of NEOM, and its officers accept the responsibility of all the legality of its activities and operations.

This disclaimer represents the SDG's responsibility to protect NEOM, its officers and its affiliates from any legal responsibility that may be caused by the unlawful activities of the group, its officers or its members.

By signing this document, we hereby certify that we have read, fully understand and agree to the provisions of this waiver, potential risks and agreed undertakings. Moreover, we herewith exonerate, release and indemnify, for us (and our dependents) NEOM against any manner of risk or consequence that we (and/or our dependents) are exposed to because of our undertakings.

In witness whereof, we have freely and voluntarily affixed our signatures and seals to this disclaimer effective the date first set forth below.

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SDG Representative

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Date



## 11. APPLICATION

Please click here



or scan the QR CODE:

