



HEART فريق الإغاثة والتعزيز الإنساني
Humanitarian Empowerment and Relief Team



HEART's Organizational Coding and Reference System Policy

(Official Internal Policy Document)

Version	2.0
Dated	March 18, 2026
Approved by	Board of Directors

This policy establishes HEART's comprehensive organizational coding and reference system governing all official documents, records, transactions, programs, and operational processes. It ensures standardization, traceability, accountability, and audit readiness across all functions, while strengthening internal controls and ensuring full compliance with organizational, donor, and regulatory requirements



HEART's Organizational Coding and Reference System Policy

Document Code: HEART/POL/GOV/DC/2026/011 - Version: 2.0 - Dated: March 18, 2026

1) Document Control

Document Title	HEART's Organizational Coding and Reference System Policy
Document Code	HEART/POL/GOV/DC/2026/011
Version	2.0
Designated Responsible Unit	Governance & Administration Units
Approved by	Board of Directors (BoDs)
Oversight by	Oversight & Audit Committee
Effective Date	March 18, 2026
Review Date	Before: March 17, 2028

Controlling Notes:

Review Cycle

This policy shall be reviewed every two years or earlier if required due to operational, regulatory, or donor compliance changes.

Document Classification

Internal - Controlled Document

Related Policies and Documents

This policy forms part of HEART's governance, financial management, and operational control framework and shall be read in conjunction with the following documents:

1. Financial Regulations Policy ([HEART/POL/FIN/FINREG/2026/004](#)).
2. Procurement and Financial Compliance Policy ([HEART/POL/PRC/PROC/2026/005](#)).
3. Asset and Inventory Management Policy ([HEART/POL/ADM/AST/2026/006](#)).
4. Code of Conduct Policy ([HEART/POL/GOV/COC/2026/001](#)).
5. Anti-Corruption and Anti-Fraud Policy ([HEART/POL/FIN/AC-AF/2026/003](#)).
6. Programme Management and Emergency Response Policy ([HEART/POL/PRG/ERP/2026/010](#)).
7. Relevant financial and operational procedures.



Article One: Purpose

This policy establishes a comprehensive organizational coding and reference system governing all HEART documents, records, transactions, programs, and operational processes.

It ensures:

1. Standardization across all departments
2. Full traceability and audit readiness
3. Strong internal controls and accountability
4. Alignment with international best practices and UN-style governance

Article Two: Scope of Application

This policy applies to:

1. Policies, procedures, SOPs, and guidelines
2. Forms, templates, and registers
3. Financial and procurement transactions
4. Asset and inventory systems
5. Human resources records
6. Program and project documentation
7. Governance and board documentation
8. All HEART offices and operational locations

Compliance is mandatory for all staff, partners, and associated personnel.

Article Three: Coding Structure

3.1 Standard Format

HEART adopts a unified coding format as follows:

HEART / TYPE / FUNCTION / SUBJECT / YEAR / SERIAL

3.2 Structure Explanation

Component	Description
HEART	Organization identifier
TYPE	Document type
FUNCTION	Responsible unit or functional area
SUBJECT	Topic or subject
YEAR	Year of issuance
SERIAL	Sequential number

Example: HEART/POL/SAFE/PSEA/2026/002



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Article Four: Document Type Codes

Type	Code
Policy	POL
Procedure	PRO
SOP	SOP
Guideline	GL
Manual	MAN
Strategy	STR
Plan	PLN
Form	FOR
Template	TMP
Register	REG
Report	REP
Memo	MEM
Contract	CON
Agreement	AGR
Job Description	JD
TOR	TOR
Minutes of Meeting	MOM
Database	DB

Article Five: Functional Codes

Function	Code
Governance	GOV
Executive Office	EXO
HR	HR
Finance	FIN
Procurement	PRC
Administration	ADM
Programs	PRG
Projects	PROJ
MEAL	MEAL
Safeguarding	SAFE
PSEA	PSEA
IT	IT
Communications	COM
Legal & Compliance	LEG
Logistics	LOG
Risk Management	RISK
Internal Audit	IA



Article Six: Subject Codes

Subject	Code
PSEA	PSEA
Safeguarding	SG
Code of Conduct	COC
Anti-Fraud	AF
Anti-Corruption	AC
Conflict of Interest	COI
Complaints & Feedback	CFM
Whistleblowing	WB
Recruitment	REC
Payroll	PAY
Cash Management	CASH
Procurement	PROC
Asset Management	AM
Risk Register	RR
Incident Reporting	IR
Data Protection	DP
Document Control	DC

Article Seven: Organisationnel Document Coding Framework

7.1 Policy Coding

HEART/POL/GOV/COC/2026/001

7.2 SOP Coding

HEART/SOP/SAFE/IR/2026/002

7.3 Form Coding

HEART/FOR/HR/REC/2026/003

7.4 Register Coding

HEART/REG/GOV/DC/2026/004



Article Eight: Financial & Operational Coding

Category	Code	Description
Procurement Codes	PR, RFQ, PO, CTR	Purchase Request, Request for Quotation, Purchase Order, Contract
Financial Codes	PV, RV, JV, BGT, BR	Payment Voucher, Receipt Voucher, Journal Voucher, Budget, Bank Reconciliation
Asset Codes	AST, ATR, DSP	Asset ID, Asset Transfer, Asset Disposal

Article Nine: Project Coding System

Format: HEART/PROJ/[SECTOR]/[LOCATION]/[YEAR]/[SERIAL]

Example: HEART/PROJ/WASH/GDRF/2026/001

Article Ten: HR Coding System

Format: HEART/[Type]/HR/[Function or Subject]/[YEAR]/[SERIAL]

Examples:

HEART/JD/HR/HRM/2026/001

HEART/FOR/HR/LEV/2026/002

Article Eleven: Office Coding System

Format: HEART/[Office]/[Location]/[YEAR]/[SERIAL]

Examples: HEART/OFF/KRT/2026/001

Article Twelve: Version Control

Version	Meaning
1.0	First issue
1.1	Minor update
2.0	Major revision

Document codes remain unchanged across versions.

Article Thirteen: Coding Rules

1. All codes must be unique
2. No duplication allowed
3. Codes must be assigned before document issuance
4. All documents must include:
 - a) Code
 - b) Version
 - c) Date
5. All codes must be recorded in the Master Register.



6. Codes shall not be modified once assigned. Any revisions shall be reflected through version control, not code alteration.

Article Fourteen: Integration with Master Register

All coded documents and transactions shall be recorded in:

- a) Master Document Register
- b) Financial systems
- c) Procurement systems
- d) Asset registers

This ensures full traceability and cross-referencing.

Article Fifteen: Responsibilities

Governance Function:

- a) Maintain coding framework
- b) Approve document classification
- c) The Governance Function may be performed by designated units, committees, or management roles as per HEART organizational structure.

Finance Unit:

- a) Assign and manage financial codes
- b) Ensure consistency in financial records
- c) Maintain transaction traceability

Procurement / Logistics Unit:

- a) Assign procurement reference numbers
- b) Ensure coding is applied across procurement processes
- c) Maintain procurement registers

HR Unit:

- a) Manage HR-related coding

All Staff:

- a) Use correct coding in documentation
- b) Ensure completeness of records
- c) No duplicate or reused codes are permitted. Each code must be unique and sequential.

Article Sixteen: Compliance and Internal Control

1. All transactions must be properly coded to ensure audit readiness and compliance with internal policies.
2. Failure to apply coding correctly may result in:



- a) Delays in processing
 - b) Financial discrepancies
 - c) Audit findings
3. The coding system supports:
- a) Internal audits
 - b) External audits
 - c) Donor compliance reviews

Article Seventeen: Review and Continuous Improvement

The coding system shall be reviewed every 2 years or earlier if required to:

- a) Improve efficiency
- b) Align with donor requirements
- c) Adapt to organizational growth

Any changes must be approved by the Board of Directors.

Article Eighteen: Approval and Promulgation

This policy is hereby approved and enters into force on the date indicated below.

Approved by:

HEART's Board of Directors

Signed by:

Dr. Mohamed Mahdi - The Chairman, HEART

Signature: 
Date: March 18, 2026

