	Document Title	Knowledge Management System Policy	
	Document Ref.	ICESCO-KMS-DOC-KMP-V01	

ICESCO Knowledge Management Policy

At ICESCO, we recognize that knowledge is one of our most valuable strategic assets. As such, we are committed to managing our knowledge effectively to support our organizational objectives, foster innovation, and promote continuous learning.

Our Knowledge Management Policy, aligned with ISO 30401:2018, aims to:

1. Enhance our processes by strategically utilizing our knowledge.
2. Encourage innovation and drive continuous improvement.
3. Safeguard sensitive knowledge and ensure its responsible and secure use.
4. Provide relevant knowledge access to all our stakeholders.

This policy encompasses all knowledge-related activities, including the collection, documentation, sharing, application, and protection of knowledge. It applies to our employees, partners, suppliers, and other stakeholders where applicable.

Our Knowledge Management practices are guided by the following principles:


- Managing knowledge as a strategic organizational asset.
- Fostering engagement and knowledge-sharing across the organization.
- Promoting a culture of continuous learning and skill enhancement.
- Encouraging teamwork and cross-departmental collaboration.
- Ensuring transparency and accessibility while maintaining confidentiality and data security.

To implement this policy effectively:

- **Top Management** ensures resources are allocated and promotes a culture of knowledge management.
- **Knowledge Management Officers** develop strategies, monitor progress, and report to leadership.
- **Employees** actively participate by sharing and applying their knowledge while adhering to relevant procedures.

We implement knowledge management through:

- Identifying critical organizational knowledge.
- Developing knowledge to enhance employee skills and foster innovation.
- Sharing knowledge via established platforms and practices.
- Applying knowledge in decision-making and operational processes.
- Protecting knowledge to prevent loss or unauthorized access.

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We regularly review and refine this policy to address evolving organizational needs and incorporate feedback. Our goal is to maintain an effective and relevant knowledge management system.

ICESCO adheres to ISO 30401:2018 standards and will align future updates with industry advancements.

This policy has been endorsed by our top management and is effective as of 20 December 2024.

Signed:

H.E. Dr. Salim AlMalik
Director General of Islamic World Educational,
Scientific and Cultural Organization (ICESCO)

