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## Policy on Personal Conduct v6 for all staff at MAG

### Policy Statement

At MAG, we work towards a safe future for women, men and children affected by violence, conflict and insecurity; our mission is to save lives and build safer futures.

We recognise that our behaviour has an impact on others and on MAG. By adopting our values – determined, expert, integrity, compassion and inclusive, and following the Policy on Personal Conduct, we can all contribute towards MAG’s vision and mission.

### Purpose

The Policy on Personal Conduct<sup>1</sup> sets out through the standards on conduct, what MAG expects from all employees; and what employees, communities, partners, donors, authorities, and suppliers can expect from MAG. It also seeks to ensure that employees avoid using possible unequal power relationships for their own benefit.

The principles contained in the Policy on Personal Conduct, together with MAG’s policies and procedures and the terms and conditions of your employment (as outlined in your employment contract), provides a framework within which ALL MAG employees, regardless of location, undertake to perform their duties and to regulate their conduct.

When accepting your appointment, you undertake to perform your duties and conduct yourself in accordance with the requirements of this Policy, thereby positively contributing to MAG’s performance, positive working environment and reputation.

The Policy applies to everyone, and any breach may result in disciplinary action (including dismissal in some instances), and in some cases could lead to criminal prosecution.

Whilst recognising that local laws and cultures differ considerably from one country to another, MAG is an International Non-Governmental Organisation (INGO) and therefore this Policy is developed from International and UN standards. This Policy is subject to relevant international human rights law, wherever the employee is employed and shall be read in a manner that is compliant with that law.

### Scope

The Policy on Personal Conduct applies to all who represent MAG (during their professional or personal life) and through their employment including those on open-ended, fixed term, temporary and casual contracts. A separate version of this Policy is available for non-MAG staff and covers volunteers, consultants, visitors, contractors, suppliers, MAG’s partners, trustees, plus accompanying family members of international staff.

Where communities are referred to in this policy, this refers to someone in receipt of MAG’s assistance or within a community which is receiving support. Those on casual contracts and who have been recruited from a community that MAG works with are expected to follow the standards in this policy.

<sup>1</sup> other organisations may refer to a Code of Conduct

## Application

- The standards set out in this Policy are mandatory and full compliance is expected under **all** circumstances.
- All staff are required to sign this document to confirm their understanding and acceptance of this Policy. A copy will be kept on the personnel file and a copy should be retained for personal reference. This document must be signed before any work is commenced with MAG. MAG will provide further information on the policy during induction and through annual refresher training.
- In addition to the Policy on Personal Conduct, guidance will also be given on local context, customs, culture and legal requirements, in order to inform expected behaviour.
- Any breaches of the standards of the Policy on Personal Conduct will be subject to investigation and possible disciplinary action in line with MAG's Disciplinary Policy and Procedure. In some cases, the matter may be so serious that MAG may choose (and in some cases be obliged) to report to a relevant professional body or appropriate authority. A criminal investigation that leads to prosecution may ensue as a result.
- All staff are encouraged to raise any concerns or ask questions with their manager or with the HR/Safeguarding Team.
- Managers have a particular responsibility to set a positive example to others through their behaviour ensuring that an open environment exists where issues can be easily identified, raised and discussed within and across teams.
- Any employee who has concerns of their own or concerns on behalf of someone else about the behaviour of another staff member should raise these using the reporting mechanisms or with a manager, HR or Safeguarding team in programme or at the Manchester office. Any concerns will be treated with urgency, consideration and discretion.

## Standards of conduct

### **Personal conduct: I will ensure that my conduct is in line with MAG values, whether in person or online, and is in line with the standards set out in the policy.**

- I will ensure that my conduct does not cause harm to others, including not abusing my position, power or influence over another or taking any action that could bring MAG into any disrepute.
- I will not work under the influence of any alcohol or be in possession of, or use illegal substances on MAG sites, premises, vehicles, or accommodation.
- I will not allow the consumption of alcohol or other substances to impact on my job performance, conduct, and professional relationships with others or the reputation of MAG.

### **Conflicts of Interest: I will protect MAG's reputation and standing by performing my duties and conducting my private life in a way that avoids possible conflicts of interest.**

- I will declare to my manager/ HR or Safeguarding team a sexual/intimate relationship where there may be an imbalance of power or where it could undermine the integrity of MAG's work and create a real or perceived conflict of interest. This includes circumstances when the relationship is at an early stage and may not continue, where the relationship is with a member of staff that I manage, who is in my team, who I work with daily or where there is a difference in seniority.
- As a member of staff, I will refrain from developing a sexual relationship with an individual from the community where MAG is working or representatives from a partner organisation, a donor, or a national authority. If this does happen, then I will declare this to my manager/HR or Safeguarding team.
- As an internationally contracted member of staff, I will declare to my manager/HR or Safeguarding team if I develop a sexual relationship with a national member of staff or someone from the national population (and who is not included in the categories above).
- I will declare to my manager/HR or Safeguarding team, any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact on the work of MAG – e.g., contracts for goods/services, employment or promotion within MAG, partner organisations, civil authorities, community groups.

- I will seek permission from my manager, before being nominated as a candidate or for another official role for any political party.
- I will not accept any additional employment or consultancy work outside of MAG without prior permission from my manager. Those doing unpaid work (e.g. volunteers) should discuss with MAG any potential conflict of interest between their work with MAG and their professional activities.
- I will not request or accept bribes and gifts or any remuneration from governments, communities, donors, suppliers and other persons, which have been offered to me as a result of my employment with MAG.
- I will not abuse my position as a MAG employee by requesting any service or favour from others in return for assistance by MAG.

**Dignity and respect: I will refrain from any form of harassment, discrimination, physical or verbal abuse, intimidation or exploitation.**

- I will treat all people inside and outside of MAG fairly, with respect and dignity.
- When working or travelling on behalf of MAG, I will respect national laws, be sensitive to local customs and adopt MAG's values.
- I will not exchange money, offers of employment, offers of promotion, goods or services for sex or sexual favours/contact nor engage in any forms of humiliating, degrading or exploitative behaviour.
- Recognising the inherent unequal power dynamics involved, I will not engage in any exploitative or abusive behaviours or relationships during my employment with MAG. This includes engaging in a sexual relationship with a member of the community (unless they are part of the same community and the relationship has not arisen as part of your role with MAG); engaging the services of sex workers, irrespective of culture or national law, or request sexual favours from members of the communities in which we work, in return for anything.
- I will not engage in any form of abuse or sexual exploitation of children, vulnerable adults or of any persons of any age.
- In line with international standards, I will not have sexual relations (including entering into a marriage) with children (defined as under 18 years old by MAG regardless of national law and customs. Mistaken belief in the age of a child is not a defence).

**Criminal Activity: I will avoid involvement in any criminal activities or those that compromise the work of MAG.**

- I will not knowingly participate in any illegal activities.
- I will notify MAG of any criminal convictions or charges, prior to employment, and I will notify the organisation if I face any criminal charges during my employment.
- I will ensure that all MAG premises are free from weapons. During the course of my work, I will not carry or possess any arms except where handling, possession and destruction of munitions and weapons is part of the job requirement. Outside of work, I will not carry or possess any illegal weapons.

**Responsibility: I will be responsible in the use of information, equipment, money and resources to which I have access by reason of my employment with MAG.**

- I will not use MAG's IT equipment to view, download, create or distribute inappropriate material (such as pornography) or material that could be considered defamatory, abusive, homophobic, sexist, racist or otherwise exploitative.
- I will be discrete when handling sensitive or confidential information, and act within the agreed policies and procedures.
- I will act responsibly with MAG money, assets and property (e.g. vehicles, equipment, accommodation – office and house, computers, including the use of internet and email).
- I will report any concerns around financial crime, theft or damage of money, assets or property, and breaches of confidentiality that I become aware of.

- I will not disclose or transfer commercially sensitive information relating to MAG business, including, but not limited to, operational workings, performance, bids, and contracts or funding issues of MAG, unless authorised to do so.
- I will ensure that my use of social media does not discredit or bring MAG into disrepute.
- I will seek authorisation from a Country Director or member of the Leadership Team before communicating externally in MAG’s name.

**Health, Safety, Security and Safeguarding: I will protect the health, safety, security, and welfare of all MAG employees, and those who come into contact with MAG.**

- I will adhere to all organisational standard operating procedures, health, safety, security and safeguarding requirements.
- I will comply with security guidelines and the safeguarding framework.
- I will report any safeguarding, security or safety issues and near misses.
- I will behave in such a way as to avoid any unnecessary risk to the security, safety, health and welfare of myself and others, including partner organisations and communities.

I have read carefully, have had the opportunity to ask any questions and confirm that I understand MAG’s Policy on Personal Conduct. I hereby agree to abide by its requirements and commit to upholding the standards of conduct required to support MAG’s Mission.

- I will report any incidents or concerns relating to the Policy on Personal Conduct that I am witness to or made aware of via the reporting process in programme or HQ, a trusted colleague, HR or Safeguarding teams.
- I will not make false or misleading allegations against a colleague and understand that doing this deliberately could be considered a disciplinary matter.
- I will provide support in any investigation, including as a witness, and assist by making available all relevant information and by cooperating in interviews.

<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

**References**

Further information on the provisions within the Policy can be found in MAG’s policies, procedures and guidelines. Related documents are listed below and this Policy must be read in conjunction with: *Safeguarding Policy; Equal Opportunities Policy; Protection of Children and Vulnerable Adults Policy; Dignity at Work Policy; Modern Slavery Statement; Background Checks Policy; Ethical Images Policy; Social Media Policy; Gender Statement; Security Policy & Local Security Guidelines; ICT Policy; Financial Crime Policy; Health & Safety Policy; Conflict of Interest Policy and Gifts and Hospitality Policy. Plus guidance on customs and legal requirements in the country of operation.*

**Approval and Dates:**

This policy was approved by the Leadership Team, the HSC, GNRC and the Board. This version of the policy takes effect on 1<sup>st</sup> January 2023 and will be reviewed October 2024 in line with the policy review schedule.