

CODE OF CONDUCT

It is essential that MCNV staff, volunteers and members are fully committed to human rights and humanitarian principles. These principles will be evident in all work that is done under the name of MCNV.

The MCNV Code of Conduct ensures that a clear guideline for behavior is established and that all staff are obligated to follow. It is therefore key that all staff are familiar with this Code of Conduct and that at all times their behavior reflects the high standards of MCNV.

As staff of MCNV, each employee, member or volunteer acts as a representative of MCNV at all times, both during and outside of working hours. When working or traveling internationally for MCNV one's behavior will be even more visible and subject to scrutiny, as will the behaviors of accompanying family members. It is therefore crucial that all staff and members are responsible for making sure that the Code of Conduct set out below, is demonstrated in their work for MCNV and beyond. Following the Code of Conduct is binding for all staff¹. If the Code of Conduct is broken disciplinary action will occur (including potential dismissal). Serious violations will lead to (or MCNV may be required to) report staff to relevant professional or legal organizations or authorities, and may lead to criminal prosecution.

The Code of Conduct provides guidance on what MCNV expects of each and all staff and volunteers as well as providing examples of conduct that will always be unacceptable. The Code of Conduct is further guided by other personnel policies and procedures applicable within MCNV, including integrity, anti-corruption, child protection, conflict of interest, conflict/grievance procedure and others. It is the responsibility of all staff to think about and manage behaviors that fit with the values and principles of MCNV and the expectations set out in the Code of Conduct.

I will respect others: I will respect the basic rights of all humans - regardless of gender, disability, ethnicity, religion, caste, language, medical status and other aspects of identity. I will act fairly, honestly and tactfully and treat all people with dignity and respect. I will respect the national law and local culture, traditions, customs and practices that are in line with UN conventions.

Therefore

- **I will not** take part in any form of discrimination, harassment, or abuse (physical, sexual, emotional or verbal), intimidation or exploitation, or in any other way infringe the rights of others.

I will maintain high standards of personal and professional conduct by maintaining high standards in my work, being responsible for my actions and not abusing my position of power as a MCNV representative. I will not behave in a way that undermines my ability to do my job or is likely to bring MCNV into disrepute.

¹ The Code of Conduct covers anyone acting as a representative of MCNV. Where international posts are accompanied, the Code of Conduct also applies to the post holder's accompanying dependents.

Therefore, I will not

- engage in sexual relations with anyone under the age of 18, or abuse or exploit a child in any way
- exchange money, employment, goods or services for sexual favors
- drink alcohol or use /abuse any other substances in a way that affects my ability to do my job or affects the reputation of the organization
- be in possession of, nor profit from the sale of, illegal goods or substances
- ask for or invite any personal payment, service or favor from others, especially beneficiaries, in return for our help, support, goods or services of any kind
- accept bribes or significant gifts (except small tokens of appreciation)² from governments, beneficiaries, donors, suppliers or others which have been offered as a result of my employment
- enter into any sort of business relationship on behalf of MCNV with family, friends or other personal/professional contacts for the supply of any goods or service to MCNV or any employment related matters without authorization
- behave in a way which creates unnecessary risk to my security or the security of others
- use the organization's computer or other equipment to view, download, create or distribute inappropriate material, such as pornography.

I will seek to protect the safety and wellbeing of myself and others by being aware of and complying with local MCNV health and safety policies and practices and highlighting to management any areas of concern.

Therefore

- **I will** comply with all local MCNV security and health and safety regulations and procedures
- **I will not** behave in a way that causes unnecessary risk to myself or others.

I will protect MCNV's assets and resources by handling our financial and other resources carefully.

Therefore

- **I will** ensure MCNV's resources are not misused and protect them from theft, fraud or other damage
- **I will not** release to others any private or confidential information relating to MCNV (or for which we are responsible) unless legally required to do so.

I am accountable for making immediate report of any incident or concern relating to this Code of Conduct by not only applying it individually but be responsible to bring to the attention of relevant

² You should notify your line manager if you are offered or receive gifts of any kind

management within MCNV any potential incident, abuse or concern that I witness or am made aware of.

Therefore

- **I will** raise through appropriate channels any matter which appears to break the standards contained in the Code of Conduct.