

DOCUMENT REFERENCE	HR/POL/042	ISSUE	V2	DATE	22/02/2018	REVIEW DATE	22/02/2018
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Policy on Personal Conduct

Policy Statement

All employees are representatives of MAG and should recognise that both professional and personal behaviour can either enhance or damage the reputation and standing of MAG amongst beneficiaries, partners, funders, authorities and suppliers.

Purpose

Employees are required to abide by MAG's policies and procedures, terms and conditions of employment, and to ensure that conduct is in keeping with MAG's Aims and Values. By following the Policy on Personal Conduct, all staff should be aware what is expected of them and make the greatest contribution to achieving MAG's Mission and Vision.

The Personal Conduct Policy sets out the expectations that MAG has of all employees, as well as providing examples of behaviours and actions that will always be unacceptable. The basis of this Policy is to ensure that professional and personal action does not bring the organisation into disrepute and to ensure that a positive working environment exists, which enables work of the best quality to be completed.

Scope

The Policy on Personal Conduct applies to all MAG employees (international, national and HQ), interns and (except where it is apparent from the context of the Personal Conduct Standards that they are relevant only to persons employed by MAG) volunteers, consultants, contractors, trustees, plus accompanying partners and family members of international staff. Where employees or staff are referred to in this document, these groups of people are included.

Where beneficiaries are referred to in this policy, this refers to someone in receipt of MAG's assistance. This could include but is not limited to: people who will use or may use land or property made safe by MAG through clearance or survey, communities receiving risk education activities in any form, recipients of MAG training, security forces benefitting from MAG's interventions, and populations in areas of close proximity to ammunition stores.

Application

- The Policy on Personal Conduct forms part of the terms and conditions of employment of all staff.
- The standards set out in this policy are mandatory and full compliance is expected under all circumstances.
- All staff will be given a copy of this Policy and are required to familiarise themselves with it by reading and by raising any issues they have with their manager or a member of the HR Team.
- In order to confirm their understanding and acceptance of the Policy, all staff are required to sign this document. A copy will be kept on their personal file and a copy should be retained for personal reference.
- 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 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 or legal organisation/authority. A criminal investigation that leads to prosecution may ensue as a result.
- Further information on the provisions within the Policy can be found in MAG's policies, procedures and guidelines. Related documents are listed below.
- For staff relocating to another country of work, guidance will also be given in relation to local specific customs and legal requirements, in order to inform the behaviour that they will be expected to adopt.
- Managers have a responsibility to ensure that staff in all locations, including newly recruited staff, are provided with a copy of the Policy on Personal Conduct, understand its provisions clearly, and sign their agreement to its terms.
- MAG will only select staff who support MAG's values. In support of this, MAG's referencing process will enquire about a candidate's work history and character.
- Managers also have a particular responsibility to uphold the standards of the Policy and to set a positive example.

- Any employee who has concerns about the behaviour of another staff member should raise these with an appropriate manager or a member of the HR team in country or at HQ. Any concerns will be treated with urgency, consideration and discretion.

Policy Standards

1. Conflicts of Interest: I will uphold MAG's integrity and reputation by performing my duties and conducting my private life in a way that avoids possible conflicts of interest.

- I will declare to my manager, 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, beneficiary groups.
- I will seek permission from my line manager, before agreeing to being nominated as a prospective candidate or 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 (this applies only to staff, unless there is a conflict of interest).
- I will not request or accept bribes and significant 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.

2. Personal conduct: I will ensure that my personal and professional conduct is, and is seen to be, of the highest standards and in keeping with MAG's Vision, Mission, Aims and Values.

- I will treat all people inside and outside of the organisation fairly, with respect and dignity.
- I will seek to ensure that my conduct does not bring MAG into any disrepute and does not impact on or undermine my ability to undertake the role for which I am employed.
- I will not exchange money, offers of employment, goods or services for sex nor engage any forms of humiliating degrading or exploitative behaviour, with beneficiaries or partners.
- When working in an international context or travelling internationally on behalf of MAG, I will observe all local laws and be sensitive to local customs.
- I will not work under the influence of alcohol or be in possession of, or use illegal substances on MAG premises, vehicles or accommodation.
- I will not allow the consumption of alcohol or illegal substances to impact on my job performance, conduct, and professional relationships with others or the reputation of MAG.
- I will not use the organisation's computer or other equipment to view, download, create or distribute inappropriate material (such as pornography) which is contrary to MAG's Aims and Values.
- I will inform my line manager of a personal relationship that develops with a member of staff who I directly line manage. This is to ensure that any conflicts of interests, or perceived conflict of interest, are avoided and where necessary, alternative management arrangements can be made.
- As an international member of staff, I will inform my line manager if I develop a personal/sexual relationship with a national member of staff and I will avoid any such relationships that may create a real or perceived conflict of interest
- As a member of staff, I will refrain from developing a personal/sexual relationship with a partner or beneficiary as this could undermine the integrity of MAG's work and create a real or perceived conflict of interest.
- I will ensure that my use of social media does not discredit or bring MAG into ill repute.

3. Criminal Activity: I will avoid involvement in any criminal activities, activities that contravene human rights or those that compromise the work of MAG.

- I will not knowingly participate in any illegal activities.
- I will notify MAG of any relevant 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 or illicit weapons.

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

- I will fully abide with the requirements of MAG’s Equal Opportunities, Dignity at Work, Protection of Children and Vulnerable Adults and Gender Policies.
- I will not engage in any exploitative, abusive or corrupt behaviours or relationships during my employment with MAG.
- I will not engage in any form of abuse or sexual exploitation of children (under 18 years), vulnerable adults or of any persons of any age (mistaken belief in the age of a child is not a defence).

5. 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 use my discretion when handling sensitive or confidential information.
- I will account for all MAG money and property (e.g. vehicles, equipment, accommodation – office and house, computers, including the use of internet and email).
- 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, or unless the information is in the public domain.
- I will seek authorisation before communicating externally in MAG’s name.

6. Health, Safety and Security: I will protect the health, safety, security and welfare of all MAG employees, volunteers and contractors.

- I will adhere to all legal and organisational health, safety and security requirements.
- I will comply with security guidelines and be pro-active in informing management of any necessary changes to such guidelines.
- 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 beneficiaries.

I have read carefully and understand MAG’s Policy on Personal Conduct and hereby agree to abide by its requirements and commit to upholding the standards of conduct required to support MAG’s Mission, Vision, Aims and Values.

I understand that I am expected to report any incidents or concerns relating to the Personal Conduct Policy that I am witness to or made aware of, to the attention of the relevant manager or a member of the HR Team. I also understand that making intentionally false or misleading allegations against a colleague is a serious matter.

Name:	
Signature:	
Date:	

References

This Policy must be read in conjunction with:

Equal Opportunities Policy; Gender Policy; Protection of Children and Vulnerable Adults Policy; Dignity at Work Policy; 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 local customs and legal requirements in the country of operation.

Approval and Dates

This policy was approved by the Management Team, HSSS Committee and the Board of Trustees

This policy comes into effect on 22 February 2018 and will be reviewed in 12 months’ time.