

DOCUMENT REFERENCE	HR/POL/042	ISSUE	4	DATE	30/10/2020	REVIEW DATE	30/10/2021
--------------------	------------	-------	---	------	------------	-------------	------------

Policy on Personal Conduct v4

Policy Statement

All employees are representatives of MAG and should recognise that their behaviour can bring the organisation into disrepute and damage the reputation and standing of MAG amongst communities, partners, funders, authorities and suppliers.

Purpose

Employees of MAG 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 Values. By following the Policy on Personal Conduct (PPC), all staff should be aware of what is expected of them and make the greatest contribution to achieving MAG's Mission.

The Policy on Personal Conduct sets out for communities, , partners, funders, authorities and suppliers, the expectations that MAG has of all employees and provides examples of behaviours and misconduct that are unacceptable. The basis of this Policy is to enable best quality of work, a positive working environment and ensure that misconduct does not bring the organisation into disrepute.

Scope

The Policy on Personal Conduct applies to all those that represent MAG (during their professional or personal life) and this includes employees, interns (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. MAG's partners and suppliers will also be asked to sign a copy of the PPC when they enter into a contractual relationship with MAG, or be asked to provide their own Code of Conduct that meets our required minimum standard.

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'.

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.
- 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 or relevant file and a copy should be retained for personal reference. This document must be signed before any work is commenced with MAG or any contract has commenced. MAG will provide further information on the PPC during induction and through annual refresher training. All staff 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.
- 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.
- For staff relocating to another country for work, guidance will also be given in relation to local customs and legal requirements (briefings to be given on arrival), in order to inform the behaviour that they will be expected to adopt.
- Managers have a particular responsibility to uphold the standards of the Policy and to set a positive example through appropriate behaviour. In addition, they must 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. Alongside this, managers must ensure 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 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 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, 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 (this applies only to paid employees, 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 conduct is, and is seen to be, of the highest standards.**
 - I will treat all people inside and outside of the organisation fairly, with respect and dignity.
 - I will 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 in any forms of humiliating, degrading or exploitative behaviour.
 - When working in an international context or travelling internationally on behalf of MAG, I will be familiar with all local laws, be sensitive to local customs and MAG's values and will apply the highest level of protection.
 - 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 MAG's IT equipment to view, download, create or distribute inappropriate material (such as pornography) or material that could be considered defamatory, abusive, sexist, racist or otherwise exploitative.
 - I will inform my manager of a personal relationship that develops with a member of staff who I directly line manage or where I have line management responsibility for that team or who I work with on a daily basis. This includes circumstances when the relationship is at an early stage and may not continue. 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 manager if I develop a sexual relationship with a national member of staff and I will avoid relationships that may create a real or perceived conflict of interest.
 - As a member of staff, I will refrain from developing a sexual relationship with a partner, community member or representatives from a partner organisation, a donor or a national authority as this could undermine the integrity of MAG's work and create a real or perceived conflict of interest.
 - As an international member of staff, I will inform my manager if I develop a personal /sexual relationship with someone from the national population (and who is not included in the categories above).
 - I will ensure that my use of social media does not discredit or bring MAG into disrepute.

- 3. 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 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 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 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 cultural 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 (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.
- I will seek authorisation before communicating externally in MAG’s name.

6. Health, Safety, Security and Safeguarding: 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, security and safeguarding requirements.
- I will comply with security guidelines and the safeguarding framework 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 communities.

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.

- I will report any incidents or concerns relating to the Policy on Personal Conduct that I am witness to or made aware of to the attention of the relevant manager, a member of the HR team, or via the reporting process in country or HQ.
- 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 report any safeguarding, security or safety issues and near misses.
- I will provide support in any investigation, including as a witness, and assist by making available all relevant information and by cooperating in interviews.

Name:	
Signature:	
Date:	

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 Framework; Equal Opportunities Policy; Protection of Children and Vulnerable Adults Policy; Dignity at Work Policy; Modern Slavery Statement; 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 1st January 2021 and will be reviewed in 12 months’ time at the October 2021 Board meeting.