

MCD Standard of Conduct

Corporate Manual

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Introduction

Through this Code of Conduct MCD aims to ensure that no Representatives, partners and their staff and beneficiaries, at all times, are subjected to any practices that infringe upon human dignity and that MCD activities are conducted in accordance with the highest standard of ethics, integrity and professionalism.

Scope

The purpose of the Code of Conduct is to define the behaviors that underpin the activities of every board members, director, officer, employee, contractor, sub-contractor, supplier, consultant, temporary or seasonal worker, intern, volunteer or other representative acting on behalf of MCD (hereinafter singularly Representative or collectively Representatives).

The Code applies to conduct in the professional sphere, and misconduct in the non-workplace domain.

It is MCD's policy to comply with all laws, in all jurisdictions in which MCD operates. MCD Representatives are expected to uphold local law wherever they operate, except where the Code of Conduct is more stringent, in which case the Code applies. The Code of Conduct also aligns with donor standards including UN bodies, USAID, other federal and state agencies, and so on.

Prohibited conduct

MCD opposes and will not act as a willing party to wrongdoing, corruption, terrorism, bribery, other financial impropriety, or illegal acts in any of its activities, notwithstanding pressure or prevailing contrary practices in certain jurisdictions. MCD expects all Representatives to observe this standard of conduct. MCD has policies and procedures to address and investigate allegations and complaints, and to prohibit retaliation against whistleblowers.

The Code of Conduct also establishes a broad ethical framework for MCD safeguarding and protection from sexual exploitation, abuse and harassment. It also establishes the basis for a reporting and protection mechanism designed to ensure the strict application of the described principles. This Code of Conduct must be implemented in concert with the Protection from Sexual Exploitation and Abuse and Child Safeguarding Policies.

MCD has zero tolerance of sexual exploitation, abuse and harassment. All Representatives of MCD are required to uphold the Inter-Agency Standing Committee Principles Relating to Sexual Exploitation and Abuse (2019) as they apply to MCD:

- 1) Sexual exploitation and abuse by MCD workers constitute acts of gross misconduct and are therefore grounds for termination of employment.
- 2) Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defence.
- 3) Exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour by MCD Representatives is prohibited. This includes exchange of assistance that is due to participants of programs.
- 4) Any sexual relationship between MCD Representatives and a person benefitting from MCD humanitarian assistance and protection that involves improper use of rank or position is prohibited. Such relationships undermine the credibility and integrity of humanitarian aid work.
- 5) Where a MCD worker develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same agency or not, he or she must report such concerns via established agency reporting mechanisms.
- 6) MCD workers are obliged to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of their code of conduct.

Managers at all levels have particular responsibilities to support and develop systems which maintain this environment.

Non-discrimination

All children and adults that come into contact with MCD have the equal right to protection. MCD recognizes that some children and adults may face particular risks and difficulties in accessing help because of their race, ethnicity, color, sex, language, religion, political opinion or otherwise, national, ethnic or social origin, sexual orientation, property, disability, birth or other status, or any other reason.

MCD implements the principles of the United Nations Convention on the Rights of the Child and its affirmative protocols – <http://www.unicef.org/crc/> when it engages with children.

Equally, all adults in contact with MCD and especially those that may be vulnerable or at risk, will be treated with dignity and respect and in line with relevant conventions and international instruments, including the Convention on the Elimination of Discrimination Against Women <https://www.un.org/womenwatch/daw/cedaw/text/fconvention.htm> and the Convention on the Rights of Persons with Disabilities <https://www.un.org/disabilities/documents/convention/convoptprot-f.pdf>

Reporting misconduct

All Representatives have a duty to report suspected misconduct. Any violation of this policy should be immediately reported to the President/CEO and the Director of Human Resources or through the anonymous hotline, Navex/EthicsPoint at (insert link).

MCD will maintain the confidentiality of anyone who reports a concern in good faith.

Failure to report may result in disciplinary action.

MCD will not tolerate malicious reports and making a malicious report may result in disciplinary action.

Responding to reported misconduct

When MCD believes that a crime has been committed, MCD will refer or report these incidents to external agencies, such as law enforcement or other statutory authorities, regulators, donors or professional bodies unless there is deemed to be risk in doing so.

Impartial investigations will be conducted in a survivor-centered way.

Individuals who fail to comply with the terms of this Code of Conduct within the professional domain and outside MCD premises or working hours will be subject to disciplinary action and investigated.

Upon identification of any wrongdoing, MCD will take timely corrective action according to the organization's framework for "Investigation of Violations of MCD's Standard of Conduct" (see [section 5.1.19](#)), and further, in accordance with more detailed division-specific policies and procedures governing the wrongdoing, and maintains such documentation for a minimum of 10 years and in line with the labor laws depending on the jurisdiction of the wrongdoing.