



Code of Conduct for all staff at MAG

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Statement

MAG's vision is a world in which everyone can live free from the enduring and devastating consequences of armed violence, conflict and their legacy.

Our mission is to save lives, ease suffering and enable sustainable development by limiting the causes and addressing the consequences of armed violence and conflict so people can live with dignity and choice, free from fear.

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 this Code of Conduct, we can all contribute towards MAG's vision and mission.

Purpose

The Code of Conduct [1] sets out 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 do not use possible unequal power relationships for their own benefit.

The principles in the Code of Conduct, together with MAG's policies and procedures and the terms and conditions of your employment provides a framework within which ALL MAG employees, undertake to perform their duties and to regulate their conduct.

By accepting your employment, you undertake to perform your duties and conduct yourself in accordance with the requirements of this Code of Conduct, thereby positively contributing to MAG's performance, positive working environment and reputation.

The Code of Conduct applies to all MAG employees, and any breach may result in disciplinary action (including dismissal), and in some cases could lead to criminal prosecution.

Whilst recognising that local laws and cultures differ considerably from one country to another, MAG as an International Non-Governmental Organisation (INGO) has developed the Code of Conduct from internationally recognised legal and UN standards. This Code 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. Should the Code of Conduct demand a higher standard than national laws then this Code will prevail. In case of a contradiction, the Code of Conduct prevails over any other internal policy, procedures or SOP. This version of the Code of Conduct supersedes previous versions of the Policy on Personal Conduct.

[1] From 2025, MAG's Policy on Personal Conduct has been renamed to be 'MAG's Code of Conduct'

DOCUMENT REFERENCE	HR/POL/042	ISSUE	7	DATE	01/01/2025	REVIEW DATE	30/10/2026
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Scope

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

Where communities are referred to in this code, 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 code.

Application

The standards set out in this Code of Conduct 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 Code. 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 code during induction and through annual refresher training in order to inform expected behaviour. This may include where relevant, guidance on local context.

Any breaches of the standards of the Code of 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 the UK (Manchester) Office. Any concerns will be treated with urgency, consideration, and discretion.

DOCUMENT REFERENCE	HR/POL/042	ISSUE	7	DATE	01/01/2025	REVIEW DATE	30/10/2026
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Standards of conduct



Avoid conflicts of interest

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

1. I will not abuse my position as a MAG employee by requesting any service or favour from others in return for assistance by MAG, or by engaging in 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 in any circumstances.
2. Relationships: I understand that I need to declare to MAG, the following sexual/intimate relationships (this includes when the relationship is at an early stage and may not continue):
 - with another member of MAG staff.
 - with an individual from the community where MAG is working, where I am not already living as part of that community as a locally contracted staff member.
 - with representatives from a partner organisation, a donor, or a national authority, where there is potential for conflict of interest arising
 - as an internationally contracted member of staff, with a national member of staff or someone from the national population (and who is not included in any of the categories above).
 - I understand that I have a responsibility to consider the impact of entering into a relationship with someone in the above categories, including any perceived or real conflict of interest, cultural considerations, and any reputational risk to MAG, or abuse of power.
 - I will not request sexual favours from members of the communities in which we work, in return for anything.
 - I understand that, if a sexual/intimate relationship as described above is formed, MAG may take reasonable steps to address or mitigate any risks (for example moving me to a different team).
3. 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, recruitment or promotion within MAG, partner organisations, civil authorities, community groups.
4. I will seek permission from my manager, before being nominated as a candidate or for another official role for any political party.
5. 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.
6. 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.

DOCUMENT REFERENCE	HR/POL/042	ISSUE	7	DATE	01/01/2025	REVIEW DATE	30/10/2026
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Treat all with dignity and respect

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

1. I will treat all people inside and outside of MAG fairly, with respect and dignity.
2. Recognising the inherent unequal power dynamics involved, I will not engage in any exploitative or abusive behaviours or relationships during my employment with MAG.
3. When working or travelling on behalf of MAG, I will respect national laws and be sensitive to local and national culture.
4. 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.
5. In line with international standards, as a member of staff, I will not engage the services of sex workers, irrespective of culture or national law.
6. 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).
7. I will not engage in any form of abuse or sexual exploitation of children, vulnerable adults or of any persons of any age.



Avoid Criminal Activity

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

1. I will not knowingly participate in any illegal activities.
2. I will notify MAG of any criminal convictions or charges, prior to employment, and if I face any criminal charges or police investigation during my employment.
3. 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.

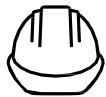
DOCUMENT REFERENCE	HR/POL/042	ISSUE	7	DATE	01/01/2025	REVIEW DATE	30/10/2026
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Adopt the highest standards of behaviour

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 Code of Conduct.

1. 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.
2. 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.
3. 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.



Work in a safe way

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

1. I will comply with MAG's standard operating procedures, and health and safety, security, safeguarding requirements.
2. I will report any health and safety, security and safeguarding issues, concerns and near misses.
3. I will behave in such a way as to avoid any unnecessary risk to the health, safety, security, safeguarding and wellbeing of myself and others, including partner organisations and communities.

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Use Resources Responsibly

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.

1. 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.
2. I will be discreet when handling sensitive or confidential information, and act within the agreed policies and procedures.
3. 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).
4. 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.
5. I will not disclose or transfer commercially sensitive information relating to MAG business, including, but not limited to, operational workings, training materials, technology/methodology studies, performance, bids, and contracts or funding issues of MAG, unless authorised to do so.
6. I will ensure that my personal use of social media does not discredit or bring MAG into disrepute.
7. I will not take photographs or record a conversation without consent of the other party. I will seek authorisation from a Country Director or the Director of Engagement before communicating externally in MAG's name.

I confirm that I understand MAG's Code of Conduct. I hereby agree to abide by its requirements and commit to upholding the standards of conduct required to support MAG.

- I will report any incidents or concerns relating to the Code of Conduct that I am witness to or made aware of via the reporting process in programme or the UK (Manchester) Office, to a manager, trusted colleague, HR or Safeguarding team.
- 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 co-operating in interviews.

Name: _____

Signature: _____

Date: _____

References

Further information on the provisions within the Code of Conduct can be found in MAG's policies, procedures and guidelines. Related documents are listed below and this Policy should be read in conjunction with these, plus guidance on customs and legal requirements in the country of operation.:

Safeguarding Policy
Equal Opportunities Policy
Dignity at Work Policy
Modern Slavery Statement
Gender Statement
Background Checks Policy
Ethical Images Policy
Social Media Policy

Security Policy & Local Security Guidelines
ICT Policy
Financial Crime Policy
Health & Safety Policy
Conflict of Interest Policy
Gifts and Hospitality Policy
Protection of Children and Vulnerable Adults Policy