



	GLOBAL CODE OF CONDUCT Annex A: OPERATIONAL AND DISSEMINATION PROCEDURE
Applicable to	All iMMAP personnel All iMMAP sub-contractors/implementing partners
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Reviewer	HR-HQ – iMMAP

1. SCOPE

This procedure has the scope of clarifying how the Code of Conduct is disseminated to personnel and sub-contractors/implementing partners.

In addition, the procedure sets the operational steps for the application of the Code of Conduct.

2. DISSEMINATION PROCEDURE

iMMAP Personnel:

The Code of Conduct is provided by the HR Director at the moment of the signing of the contract with any new international personnel and by the HR Focal Point at mission level for any local national personnel. The Code of Conduct is part of the contractual package, and it shall be signed and returned to the HR Department together with the contract as a proof of commitment.

Each iMMAP personnel member shall ask clarifications about the Code of Conduct if needed, before the signing of the contract.

iMMAP Sub-contractors/Implementing Partners:

The Code of Conduct is disseminated by the Contract Management Focal Point at mission level, together with the contractual package. The Code of Conduct is part of the contractual package and it is mentioned in the list of annexes in the Contract/Supply Purchase Order. The Code of Conduct shall be signed and returned with the contractual package. If the subcontractor/implementing partner recruits' personnel who will be working in iMMAP activities, the personnel recruited shall also sign the Code of Conduct.

3. OPERATIONAL PROCEDURE

a. Recruitment and Selection Phase:

1. Recruitment of personnel and selection of providers should include attention to history of past conduct.
2. Recruitment and procurement procedures must ensure that any criminal records are declared, and any offences are thoroughly investigated.
3. All personnel and sub-contractors must read and sign the code of conduct as a pre-condition for working with iMMAP.

b. During the Contract:

iMMAP Personnel:

1. The Country Director has the responsibility to ensure that the Code of Conduct is well known among all international and national personnel members and holds the authority (and duty) to intervene in the event of any transgression.
2. The Country Director and the Project Manager must ensure and promote access to all national personnel to bring forward their comments on conduct issues.
3. All international personnel in projects have the duty to report complaints from national personnel on behavior, brought to their knowledge, to the Country Director or Project Manager.
4. During regular evaluations of international and national personnel members, conduct should be discussed, and



clear recommendations made, especially where problems exist.

5. International and national personnel will have the choice to initiate discussions or reviews of conduct, which cannot wait until the next regularly scheduled evaluation.
6. In the event of questionable conduct by the Country Director or Regional Director, any team member may contact the relevant manager at headquarters to initiate a discussion on the situation, in case this cannot be handled at the local level.
7. Any personnel can request a meeting with a higher authority to discuss conduct issues if they so choose.
8. Any personnel can decide to refer and use the Whistle Blower Policy and express a complaint anonymously or non-anonymously through the specific complaint mechanism detailed in the Whistleblower Policy.

iMMAP Sub-contractors/Implementing Partners:

1. The Contract Management Focal Point has responsibility to ensure that the Code of Conduct is well known by the sub-contractor/implementing partners and holds the authority (and duty) to intervene in the event of any transgression.
2. Sub-contractor/implementing partners in projects have the duty to report complaints from national and international personnel on behavior, brought to their knowledge, to the Country Director or Project Manager.
3. In the event of questionable conduct by any iMMAP personnel, any sub-contractor/implementing partners may contact the relevant manager at headquarters to initiate a discussion on the situation, in case this cannot be handled at the local level.
4. Any sub-contractor/implementing partners can decide to refer and use the Whistle Blower and Complaint Mechanism Policy and express a complaint anonymously or non-anonymously through the specific complaint mechanism detailed in the Whistle Blower and Complaint Mechanism Policy.

c. After the Contract:

iMMAP Personnel:

1. End-of-mission evaluations must include a review of conduct by the Country Director or Project Manager.
2. Conduct that was inconsistent with the iMMAP mission constitutes grounds for repatriation from the project (country). The reason and the consequences of this repatriation should be discussed further with the manager at headquarters.
3. Conduct that was inconsistent with the iMMAP mission shall be kept in the HR record of the individual and shall be used when responding to reference checks for other employers.

iMMAP Sub-contractors/Implementing Partners:

1. During performance evaluations of the sub-contractor/implementing partners, misconduct should be recorded and kept in the sub-contractor/implementing partners/ dossier.
2. iMMAP will develop an internal excluded parties list. Conduct that was inconsistent with the iMMAP mission will constitute grounds for inclusion in the excluded parties list.