



	<b>GLOBAL CODE OF CONDUCT</b>
Applicable to	All iMMAP personnel Sub-contractors/implementing partners
Issued date	December 1 <sup>st</sup> , 2020
Reviewer	HR Director

### 1. PURPOSE/STATEMENT

iMMAP, along with other NGOs, expects good behavior and attitude of its personnel (local national staff, international consultants/service providers, employees) and sub-contractors/implementing partners, both international and national, on the basis of personal commitment, respect for ethics, humanistic ideals, human rights and humanitarian international law, as well as a general attitude characterized by neutrality, impartiality and non-discrimination. As individuals working for iMMAP, they represent the organization and as such their behavior influences the way the organization is perceived. Their statements as well as their conduct can be interpreted as an expression of iMMAP's point of view. It is therefore essential that the following Code of Conduct is strictly adhered to.

### 2. SCOPE AND COVERAGE

This policy applies to all iMMAP personnel worldwide, regardless of contractual status (local national staff, international consultants/service providers, employees), as well as to sub- contractors/implementing partners. This Policy aims to cover and ensure duty of care also for third parties such as the beneficiary and hosting communities.

The Code of Conduct Policy is complemented by the **Annex A- Policy Operational and Dissemination Procedure** and is part of the whole iMMAP Safeguarding and Anti-Discrimination Policy Package.

The Annex A- Operational and Dissemination Procedure, defines the guidance on how to disseminate the Code of Conduct to both iMMAP personnel and sub-contractors/implementing partners, and how to monitor its operationalization.

All staff deployed to UN Agencies are also required to follow the Code of Conduct as defined by the United Nations, which ensures the highest standards of conduct, professionalism and accountability of all its personnel deployed globally.

### 3. RESPONSIBILITIES

All iMMAP staff must read, understand, abide and accept the iMMAP Code of Conduct.

Supervisors are responsible for ensuring that all new staff members, upon induction to the organization, will receive a training on the iMMAP Code of Conduct and its importance.

During project implementation, it is the responsibility of the Human Resources Director (who is the focal point) to ensure that all iMMAP staff members (international and national) have easy access to reporting any violations of the Code of Conduct. During regular evaluations of international and national personnel, conduct should be discussed, and clear recommendations made, especially where problems exist. All personnel in projects have the duty to report complaints from other personnel on behavior brought to their knowledge, through the Human Resources Department or following the Whistle Blower Policy mechanism.

Any staff member can request a meeting with a higher authority to discuss conduct issues if they so choose.



#### **4. ETHICS PRINCIPLES**

**iMMAP personnel and iMMAP sub-contractors/implementing partners, must behave in a manner which demonstrates:**

- i. Solidarity with populations in need in the humanitarian sense of the word.
- ii. Respect towards the target population and population of the host country in general.
- iii. A spirit of equality and mutual respect amongst themselves and counterparts of iMMAP.
- iv. No discrimination on the basis of gender identity, sexual orientation, race, religion, citizenship or national origin, age or disability.

This implies that iMMAP personnel, as well as sub-contractors/implementing partners, both during and outside work hours and within and outside mission boundaries, should:

- a. Show respect for the opinions, knowledge, lifestyle, religion, beliefs and attitudes of beneficiaries, and national and international staff.
- b. Observe the strictest political, religious and racial impartiality at all times, and abide by local and national laws as well as international humanitarian law (in so far as these do not contradict the humanitarian principles of iMMAP).
- c. Act, behave, or voice opinions in line with the mission, objective, and spirit of iMMAP.
- d. Strive to be conscious and aware of possible or unintended consequences of behavior, and take these into account in their specific behavior, speech, and actions.
- e. Ensure that their own behaviors, as well as the programs implemented, respect the do-no-harm principles to beneficiary and hosting communities.

#### **5. LEGAL RESTRICTIONS**

Some legal restrictions are to be respected:

- a. Under no circumstances shall iMMAP personnel and sub-contractors/implementing partners offer or accept financial incentives, salary or other personal favors from other parties during the period of the agreement.
- b. The use by iMMAP personnel of iMMAP logos, identity cards, stickers and/or material carrying logos is restricted to project implementation or security purposes only.
- c. Other than for project and/or security purposes, all iMMAP personnel and sub- contractors/implementing partners should refrain from unnecessary display of iMMAP identification.
- d. iMMAP personnel and sub-contractors/implementing partners are required to use iMMAP premises and assets with a sense of responsibility. The use of these assets in such a manner which may compromise iMMAP's credibility is not acceptable.

#### **6. ZERO TOLERANCE PRINCIPLES**

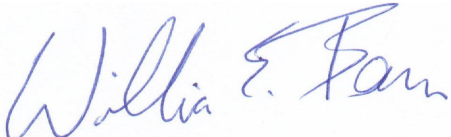

iMMAP's zero tolerance behaviors:

- a. Zero tolerance for the economic and sexual exploitation of people's personal vulnerability (including prostitution and trafficking) in the broadest possible sense.
- b. Zero tolerance for the willful abuse, physical or otherwise, of persons and any conduct which degrades the human dignity of individuals.
- c. Zero tolerance for sexual harassment and abuse.



- i. Zero tolerance for abuse of power and discrimination based on gender identity, sexual orientation, race, religion, citizenship or national origin, age or disability.
- d. Zero tolerance for open disrespect of cultural habits and customs.
- e. Zero tolerance for the use of recreational drugs and abuse of stimulants (alcohol).
- f. Zero tolerance for laxity (or gaps) in host country laws as an excuse for behavior.
- g. Zero tolerance for corruption and malfeasance (misappropriation of personal use of aid given to aid recipients, or of iMMAP resources aimed to be used for humanitarian programmatic purposes).

The zero tolerance behaviors enlisted above are grounds for termination of contract.

Signed and approved	Date of issuance
William E. Barron, Chief Executive Officer iMMAP Inc.	Christophe Bois, President, iMMAP France
	

<b>I read and understood the principles of this Code of Conduct and of its dissemination and operational procedure. I commit to respect these principles during my working relationship with iMMAP.</b>
Name:
Position/Representative of:
Date:
Signature: