



## **action medeor Code of Conduct: General Principles**

This Code of Conduct sets the standard of ethical conduct expected of all employees, the Executive Committee, the Board of Trustees and the advisory bodies of action medeor. This includes the organization, the action medeor Foundation, and the Tanzanian and Malawian subsidiaries. We all come together to work toward the common goal of finding lasting solutions:

- for adequate access to medicines and medical supplies,
- for the necessary medical infrastructure in our partner countries,
- for enforcement of the human right to health through projects and lobbying

We share a common vision and common values, as laid down in our guidelines. Solidarity and charity are our driving force. We work to secure human rights and the right to health. It is our conviction that we will achieve greater impact by working together in collaboration with others.

As we work to achieve our vision of 'a just world without poverty' and to enforce the right to health as a fundamental right of every human being, we should always remain true to our core mission, aims and values. This Code of Conduct will help us live by them by providing ethical standards that govern the actions of action medeor. It provides guidance in the face of ethical dilemmas that action medeor staff, the Executive Committee, the Board of Trustees and the advisory bodies may experience. It also seeks to ensure that employees avoid using possible unequal power relationships for their own benefit. It provides standards and values to follow and shows how to protect against situations that may damage people supported by, or otherwise connected with, action medeor, its supporters, you or action medeor.

The actions and activities of action medeor, on a national and international level, are in the public eye, and therefore, so is the conduct of all full-time and voluntary staff, the Executive Committee, the Board of Trustees and the advisory bodies. It is the responsibility of everyone to protect the reputation and credibility of action medeor as far as possible and to set a good example. Those who are in management positions have a special responsibility to take the lead in this regard.

The rules and guidelines contained in this Code of Conduct, together with all applicable regulations, directives and procedures, the anti-corruption policy, and the terms and conditions of your employment, provides a framework within which all staff, the Executive Committee, the Board of Trustees and the advisory bodies undertake to discharge their duties and to regulate their conduct. This applies more especially to those travelling on behalf of action medeor. Appropriate measures are in place to ensure that all new employees have read and understood this Code of Conduct and live by its principles and standards.

We will discharge our duties and responsibilities in accordance with the requirements of this Code of Conduct, thereby contributing to action medeor's quality of performance. We recognize that local laws and cultures may differ considerably from one country to another. 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.

## **Code of Conduct: Standards and Values**

### Declaration

As an employee, a member of the Executive Committee, the Board of Trustees or the advisory bodies of action medeor I will:

#### **1. Uphold the integrity and reputation of action medeor by ensuring that my professional and personal conduct is demonstrably consistent with action medeor's values and standards, as detailed in the action medeor guidelines.**

I will seek to maintain and enhance public confidence in action medeor by being accountable for the professional and personal actions I take and ensuring that I manage the power that comes with my action medeor position with appropriate restraint.

While observing the requirements of this Code of Conduct, I will also be sensitive to, and respectful of, local customs and culture, even if the norms and values in that cultural context differ from our Code of Conduct. I will, if necessary, seek support and advice from action medeor.

I will not work under the influence of alcohol or use, or be in possession of, illegal substances. This includes, without limitation, the operation of vehicles.

#### **2. Treat all people with respect and dignity and challenge any form of harassment, discrimination, intimidation or exploitation.**

I will contribute to a working environment characterized by mutual respect, integrity, dignity and non-discrimination.

I will ensure that my relationships and behavior are not exploitative, abusive or corrupt in any way.

When carrying out action medeor's mission I understand that it is important not to abuse my own position of power/unequal power relationships in any way.

I will respect all peoples' rights, including children's rights, and will not engage in any form of abuse or sexual exploitation of children (defined as under 18 years old) or of others.

I will not exchange money, offers of employment, employment, goods or services for sex or sexual favors, nor any other forms of humiliating, degrading or exploitative behavior.

I will not have sexual relations with children, beneficiaries or any other person in a relationship of dependency to me or action medeor.

I will use my best endeavors to report any such behaviors or malpractice in the workplace by others to my line management or through recognized confidential reporting systems.

**3. Perform my duties in a manner that avoids possible conflicts of interest with the work of action medeor.**

I will declare any financial, personal, family or close intimate relationship interest in matters of official business which may impact on the work of action medeor (e.g. contract for goods/services, employment or promotion within action medeor, partner organizations, beneficiary groups).

I will advise action medeor of any intention to seek a nomination as a prospective candidate or another official role for any political party or public office to clarify whether any conflict, or perceived conflicts, with my duties with action medeor may arise. If there is a conflict of interests, the next higher level in the hierarchy of action medeor will decide if individual responsibilities are to be assigned to another employee.

Even when the giving and acceptance of gifts is normal cultural practice I will reject monetary gifts or inappropriate gifts from governments, beneficiaries, donors, suppliers and other persons, which have been offered to me as a result of my employment with action medeor. Where the giving and acceptance of gifts is normal cultural practice, I will ensure that such gifts are within the limits of reasonable judgments and in accordance with procurement policies and I will report gifts to the line management and where appropriate hand them onto action medeor.

I will assure that assistance by action medeor is not provided in return for any service or favor from others.

I will act against any form of corruption that I may encounter in my work for action medeor and/or will cooperate fully in any forthcoming investigation. In so doing I go through the proper channels, as provided in the anti-corruption guidelines (ombudsman).

I will not offer, promise, give or accept any bribes. I will abide by the anti-corruption guidelines of action medeor at all times.

I will appropriately account for all action medeor money and property, (e.g. vehicles, office equipment, action medeor-provided accommodation, computers including the use of internet, email and intranet).

**4. I will use my discretion when handling sensitive or confidential information.**

I will seek authorization before communicating externally in action medeor's name and will act competently and professionally at all times to avoid any unintended detrimental repercussions for me or action medeor.

**5. Protect the health, safety, security and welfare of all action medeor employees, volunteers and contractors.**

I will undertake and act on appropriate risk assessments.

I will comply with local security management guidelines and be proactive 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 safety, health and welfare of myself and others, including partner organizations and beneficiaries.

**6. Promote human rights, protect the environment and oppose criminal or unethical activities.**

I will ensure that my conduct is consistent with the human rights framework to which action medeor subscribes.

I will use my best endeavors to protect the natural environment and work in a sustainable way.

I will contribute to preventing all forms of criminal or unethical activities within the meaning of this Code of Conduct.

I will also notify action medeor if I face any criminal charges during my employment that may impede my ability to perform the duties of my position subject to national legislation.

By signing this document, I affirm that I have read and understood the action medeor Code of Conduct, and that I will conduct myself in such a way as to reflect favorably upon action medeor and our partners.

(adopted and approved by the Board of Trustees of action medeor e.V. at the meeting on September 10, 2018)

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Place/Date: \_\_\_\_\_