



## Code of Ethics

### 1. Scope and applicability

This Code of Ethics (the “Code”) applies to “Medair Representatives” (or “Representatives”) who consist of the following classes of individuals regardless of their worldwide location: employees, Association members, Board members, affiliates, volunteers, contractors, consultants and individuals or organisations under short or long term contractual obligations such as third parties, suppliers, agents and implementing partners.

All Medair Representatives must be aware of and able to comply with this Code. If there is any doubt as to the Code’s applicability or any questions relating to the Code, contact the Executive Office Director at Medair HQ; refer to box at bottom of Code for contact details.

### 2. Organisation mission and vision

Medair is an emergency relief and recovery organisation. It’s core purpose is to relieve human suffering for the most vulnerable. Medair is beneficiary focused and works hand in hand with communities to bring them sustainable relief.

In carrying out the organisation’s activities, Medair Representatives must abide by its policies and procedures (including this Code) and act in accordance with professional standards common to similar charitable organisations. Representatives must act in the best interests of the organisation and its beneficiaries. They should adhere to the highest moral and ethical standards while demonstrating honesty, respect for others, integrity and good judgment.

Medair Representatives must uphold the organisation’s reputation. Medair Representatives must never conduct themselves in a manner that could bring disrepute to the organisation and compromise its relationships with beneficiaries, donors, other Medair stakeholders or the public.

### 3. Breaches and reporting

Compliance with this Code is mandatory. Any breaches by Medair Representatives will incur sanctions to be determined at Medair’s discretion. These sanctions could include disciplinary proceedings, dismissal or reporting the behaviour to relevant authorities. Medair Representatives have a duty to report suspected breaches of this Code to a manager within the organisation. Suspected breaches can be notified using one of the confidential methods described in Medair’s Fraud and Misconduct Notification Guidelines.

### 4. Conflicts of interest

Medair Representatives must avoid situations which call into question their ability to objectively carry out their duties to Medair. Where a Representative has any interest in a matter to be determined by Medair, it must be reported in full to the Representative's supervisor/manager or, for contractors, to their contact at Medair. This includes both direct and indirect (*e.g.*, family members) interests. For example, it would restrict a Representative's involvement in employment decisions regarding friends or family and in decisions involving any organisation that seeks to do business with Medair or competes with Medair for resources. Unless clearance is obtained, the Representative shall not participate in the decision making process for that matter.



## 5. Fraud and corruption

Medair Representatives shall not engage in corrupt practices such as giving and receiving bribes or engaging in fraudulent activity. Bribes can neither be offered to nor received from either public officials or members of private bodies. The provision of facilitation payments to expedite the performance of routine functions is not acceptable. All Medair Representatives should be familiar and compliant with Medair's Policy to Prevent Fraud, which deals with this topic in detail. Medair Representatives must safeguard and protect the organisation's resources from fraud. They should take appropriate measures to identify and reduce the occurrence of fraud risk.

Medair Representatives must only use the organisations' assets and resources for legitimate Medair activities. All financial transactions must be evidenced with receipts, disclosed and recorded accurately, fully and promptly. All records and accounts should be retained and reporting of financial data must be timely and accurate. Medair Representatives are prohibited from any act or attempt to dishonestly or through deceit obtain funds or information or avoid an obligation, which results in a loss to another person.

## 6. Social responsibility

Medair's activities should be carried out in a socially responsible manner. Medair supports the protection of fundamental human rights as defined by the Universal Declaration of Human Rights, the Convention on the Rights of the Child, ILO conventions on servitude and child labour and elements of the SA8000 international workplace standard.

Medair Representatives shall maintain safe and healthy working environments in compliance with all applicable labour laws and in particular shall not employ individuals below the legally applicable minimum age of employment. This Code prohibits the use of forced labour, including prison or debt bondage, the holding of deposits or identity papers by employers or outside recruiters, corporal punishment, mental or physical coercion, verbal abuse and any other extreme forms of discipline.

## 7. Environmental responsibility

Medair will perform its humanitarian activities in an environmentally responsible manner. Representatives will comply with all statutory and other obligations and requirements relating to environmental impacts of their activities, with a goal of having minimal impact on the environment.

## 8. Child protection

Medair and its Representatives shall work to prevent child labour. They agree to comply with international standards and local labour regulations and in particular shall not employ individuals below the legally applicable minimum age of employment.

Medair Representatives are obliged to protect individuals below 18 years of age ("**Minors**") from all types of abuse and maintain an environment that prevents such conduct occurring during the course of Medair's activities. Abuse includes all physical and mental abuse, violence, offensive behaviour, sexual activity, neglect and sexual exploitation.



Medair Representatives are prohibited from engaging in sexual activity of any kind with Minors or anyone below the local age of consent. Mistaken belief of age will not be a defence.

## **9. Gender protection**

Medair Representatives must not engage in inappropriate relations or any form of sexual harassment between themselves and the beneficiaries. Displays of violent or aggressive behaviour, and the participation and facilitation of sexual exploitation by Medair Representatives are all strictly prohibited.

## **10. Protecting Medair information**

Medair Representatives are privy to sensitive and confidential information belonging to Medair, such as financial data and donor or beneficiary details. They are prohibited from making unauthorised disclosure or misuse of the organisation's sensitive and confidential information. They should ensure that adequate safeguards are in place to prevent misuse of this information. The obligation to maintain confidentiality persists after the Representative's commercial or professional relationship with Medair has ended.

## **11. Gifts/gratuities/entertainment**

Medair Representatives must neither provide gifts or excessive and/or frequent entertainment to third parties nor receive such favours, unless it falls within a maximum limit set locally by Medair.

## **12. Procurement**

All procurement decisions must be transparent, fair, impartial and taken in accordance with Medair's Procurement Manual.

## **13. Third party due diligence**

Before hiring or contracting a third party to provide services or goods to Medair, Medair Representatives must investigate and verify their background and ensure they are unlikely to breach this Code. This could entail speaking to previous and current customers/contractors of the third party, verifying third parties' qualifications and experience, visiting potential suppliers and implementing partners at their premises, checking their internal anti-corruption measures, and confirming their links with public officials or politicians. Third-party contracts should include a copy of the Code in local language as part of the standard terms and conditions.

## **14. Money laundering**

Medair Representatives are prohibited from engaging in or facilitating transactions anywhere in the world which involve the proceeds of illegal activities. All funds received from third parties must be scrutinised to ensure that they are not proceeds of criminal activity. This will entail, at a minimum, confirming and verifying the identity of the third party and, if applicable, its financial backer. If any suspicion arises, it must be reported to the Executive Office Director at Medair HQ as soon as possible (refer to box at bottom of Code for contact details), and the transaction should be suspended.



## 15. Sanctions/embargoes

Medair Representatives must abide by the sanctions and embargoes that apply to countries in which, and the political organisations, individuals and entities with whom, Medair operates. If there are any questions on sanctions and embargo issues, contact the Executive Office Director at Medair HQ; refer to box below for contact details.

**To report breaches of this Code of Ethics, please contact:**

Executive Office Director  
Medair  
Chemin du Croset 9  
1024 Ecublens  
Switzerland

Telephone: +41.21.694.3535

Facsimile: +41.21.694.3540

Email: [notify@medair.org](mailto:notify@medair.org)