

**Who Must Follow The Medair Code of Ethics?** All who work for or with Medair must follow the full [Medair Code of Ethics](#) (Code). This includes employees, temporary workers, volunteers, consultants, contractors, and partners. This one page summary presents the most important points.

**What guides our behaviour?** Medair's values of Faith, Compassion, Hope, Dignity, Accountability and Integrity guide our work of bringing relief and recovery to people in crisis. The Code explains how we act in Medair and in the communities we serve. We follow the local law, use good judgment, and are honest. We consider what others will think of our actions. **We never mistreat, hurt, or take advantage of anyone. We always treat everyone with dignity and respect.** This protects Medair's reputation and ability to serve.

**Violations:** We must all follow the Code. Medair may discipline you if you break the Code. This may include ending your relationship with Medair and/or reporting actions to the police or other authority. Medair treats all reported violations seriously, and promptly investigates any complaints.

**Reporting:** If you suspect someone broke or is breaking the Code, you must report it to your manager, Medair contact, another manager at your location, or the Global Support Office (GSO – headquarters) at [notify@medair.org](mailto:notify@medair.org). Or use your local reporting system. If you report an actual or suspected violation with good intent, Medair will not permit revenge. You can ask questions about this Code to your manager, Medair contact, another manager, or the GSO at [GSO-Legal-Dir@medair.org](mailto:GSO-Legal-Dir@medair.org).

**Harassment:** Medair wants all employees to feel safe and respected. Medair does not allow any physical, sexual, or psychological harassment (offensive behaviour, bullying, threats, or abuse) at work.

**Preventing sexual exploitation and abuse:** Medair is committed to protecting the people we serve from sexual exploitation, abuse, harassment, or violence. You may not exchange money, employment, goods, or services for sexual activity. You may not engage in sexual activity with a beneficiary.

**Child protection:** You may not use child labour. You may not engage in any sexual activity with a minor, even if you think they are old enough. Medair creates a safe place for children and protects them from all abuse. Protect children's private personal information.

**Forced labour and human trafficking:** Medair does not allow forced labour, human trafficking or any form of slavery. These actions violate human rights and are criminal offences.

**Fraud and corruption:** You may not pay or receive bribes. You may only use Medair money and resources for Medair activities. You must fully and truthfully record all financial transactions, and keep accurate records.

**Conflicts of Interest:** You may not influence Medair to make a decision that benefits you or your relatives or friends. For example, you may not try to get Medair buy blankets from your uncle. If you think you have a conflict of interest, you must tell your manager or your Medair contact about it.

**Partners:** Medair will not partner with people or organisations who promote violence. We do not accept money from, employ or partner with people or groups who make money by breaking the law.

**Environmental Responsibility:** Follow environmental laws and minimise harm to the environment. Do not waste energy or natural resources such as water and wood. Minimize waste by reducing use, reusing, repairing or recycling.

**Protecting Information:** Protect and do not share confidential Medair information (such as financial data) or personal information about beneficiaries or employees – even after you no longer work for or with Medair.