

***The Purpose of this two page Summary of the Medair Code of Ethics***

The purpose of this summary is to present the Medair Code of Ethics in simple language for people who may find it hard to read the whole document.

***Who Must Follow The Medair Code of Ethics?***

Everyone who works for or with Medair must follow the full Medair Code of Ethics (Code). This includes employees, temporary workers, volunteers, consultants, contractors, and anyone else who is acting on behalf of Medair. All of these together we call “Representatives”.

***Act with Integrity, Serve Others with Dignity, and Be Accountable***

Medair’s values are Faith, Compassion, Hope, Dignity, Accountability, and Integrity. These are the foundations of how we work to bring relief and recovery to people in crisis. The Code explains how we must act – as the “face” of Medair – in Medair and in the communities we serve. All Medair representatives must follow the local law, use good judgment, and be honest. Do not even let it appear that you are doing something wrong. You must act to protect Medair’s good reputation and ability to serve others. Never mistreat, hurt, or take advantage of anyone. Always treat everyone with dignity and respect.

***Violations and reporting***

You must follow the Code. If you violate (do not follow) the Code, Medair may discipline you. Medair may end your employment or relationship with Medair, and may report your actions to the police or other appropriate authority. If you see or suspect a violation of this Code, you must report it to your manager, Medair point of contact, or other manager at your location. Or use your local reporting system. You may also notify Medair’s Global Support Office (GSO – headquarters) at [notify@medair.org](mailto:notify@medair.org). If you have questions about this Code, ask your manager, your Medair contact, another manager, or the GSO at [GSO-Legal-Dir@medair.org](mailto:GSO-Legal-Dir@medair.org).

***Third party due diligence***

Any person or organization (“third party”) who is hired to provide services or goods to Medair, or who partners with Medair to provide aid, must follow this Code. Before you hire or contract with a third party, you must learn about them to make sure that they are willing and able to comply with this Code. This means that you might have to talk to other people who have worked with them, visit their offices, check their qualifications, and find out about their connections with public officials. You must require compliance with this Code as part of contracts with third parties.

***Harassment (offensive behaviour, bullying, threats, or abuse)***

Medair wants all its employees to feel safe and to treat each other fairly. Medair will not allow ANY physical, sexual, or psychological harassment at work. Medair treats all incidents of harassment seriously, and will promptly investigate any complaints.

***Preventing sexual exploitation and abuse***

Medair is committed to protecting the people we serve from any kind of sexual exploitation, abuse, harassment, or violence. You may not be involved in or assist any such activity. Paying for, or exchanging employment, goods, or services for any sexual activity is not allowed. You may not engage in sexual activity with a beneficiary.

***Child protection***

You may not engage in or support any form of child labour. You may not employ anyone under the age permitted by law. You are responsible for protecting children from all types of abuse. This includes physical and/or emotional mistreatment, sexual abuse, neglect, or exploitation that may harm the child’s health, development, dignity, or ability to survive. You are responsible for protecting children’s private personal

information. You may only view or share it when needed to do Medair work. You may not engage in any sexual activity with minors or anyone under the local age of consent, even if you think they are old enough.

***Forced labour and human trafficking***

Medair does not allow forced labour, human trafficking or any form of modern slavery. These seriously violate human rights and are criminal offences. You may not be involved in or support forced labour or human trafficking of any kind.

***Fraud and corruption***

You must act honestly and with integrity to protect the resources and assets (money, supplies, equipment, etc.) you are responsible for. You may not pay or receive bribes. You may not pay or receive commissions. You may not pay or receive facilitation payments to speed up the performance of routine duties. You may only use Medair money and property for legal Medair activities. You must fully and correctly record all financial transactions right away, and include a receipt.

***Conflicts of Interest***

You must avoid conflicts of interest, or even the appearance of a conflict of interest. Having a “conflict of interest” means you (or a friend or relative) may personally benefit from a decision that Medair makes. For example, you have a conflict of interest if your uncle owns a business that sells products that Medair may want to buy. You are not allowed to try to get Medair to buy from his business. If you know you have a conflict of interest, you must tell your manager or your Medair contact. Your manager or contact will decide how to deal with the conflict. For example, he or she may make decisions related to it without you.

***Gifts and Entertainment***

You should not accept gifts or entertainment. You may only accept them if giving them is a normal practice and their value is not greater than the limit set by Medair in your country. Accepting expensive gifts may affect, or appear to affect, your ability to act in Medair’s best interests.

***Money Laundering***

You must not pay or receive money from people or groups who make money by breaking the law. Check to make sure that the people and groups you deal with make money legally.

***Procurement***

All purchasing decisions must be open, fair, and made according to the Medair Procurement Guideline.

***Anti-terrorism laws, sanctions and embargoes***

Medair will not buy goods or services from or employ any person or organization that supports, plans, or is actively involved in terrorism, that makes or sells weapons or illegal drugs, or that violates human rights. You must follow anti-terrorism laws, sanctions and embargoes that apply to your country.

***Environmental Responsibility***

Do your work in a way that causes as little harm to the environment as possible. Do not waste energy or natural resources such as water and wood. Follow all environmental laws.

***Protecting Medair Information***

You may be given access to personal information about beneficiaries or employees, or to information about Medair (such as plans and financial data) that should not be shared publicly. You must protect such information. Do not share it with people outside Medair, even after you no longer work for or with Medair.