CODE OF CONDUCT

Introduction

DMI is committed to maintaining the highest degree of ethical conduct amongst all its staff and associated personnel. To help increase understanding, this Code of Conduct ("the Code") details DMI's expectations in key areas.

Scope and purpose

The Code applies to all contracted staff employed by DMI on an ongoing basis, regardless of the terms of their employment (full time, part time, employee, or consultant) or normal place of work. Contracts and agreements (or equivalent) between DMI and volunteers, partners, contractors, short term consultants and suppliers may also require adherence to, and acceptance of, the Code.

The purpose of the Code is to set out the conduct expected of DMI personnel whilst under contract to the organisation. The Code is always applicable. Breaches of the Code are grounds for disciplinary action, up to and including dismissal.

Whilst recognising that local laws and cultures differ considerably from one country to another, the Code is developed from international and UN standards. Personnel representing DMI are expected to uphold local law wherever they operate, except where the Code is more stringent, in which case the Code applies.

Code of conduct standards

When representing DMI I will:

Uphold the integrity and reputation of DMI by ensuring that my professional and personal conduct is consistent with DMI's values and standards

- I will treat all people fairly with respect and dignity
- When working in an international context or travelling internationally on behalf of DMI, I will be observant of all local laws and be sensitive to local customs
- I will seek to ensure that my conduct does not bring DMI into disrepute and does not impact on or undermine my ability to undertake the role for which I am employed
- I will not work under the influence of alcohol or use, or be in possession of, illegal substances on DMI premises or accommodation

Not engage in abusive or exploitative conduct

- I will not engage in sexual activity with children (persons under the age of 18). Mistaken belief in the age of a child is not a defence
- I will not exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This includes any exchange of assistance that is due to beneficiaries of assistance
- I will not engage in sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics
- I will not engage in any commercially exploitative activities with children or vulnerable adults including child labour or trafficking
- I will not physically assault a child or vulnerable adult
- I will not emotionally or psychologically abuse a child or vulnerable adult

Ensure the safety, health and welfare of all DMI staff members and associated personnel

- I will adhere to all legal and organisational health and safety requirements in force at my location of work
- I will comply with any local security guidelines and be pro-active in informing management of any necessary changes to such guidelines
- I will behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organisations and communities with whom we work

Be responsible for the use of information, assets and resources to which I have access by reason of my employment with DMI

- I will ensure that I use DMI assets and resources entrusted to me in a responsible manner and will account for all money and property
- I will not use DMI IT equipment, software, e-mail or social media platforms to engage in activity that is illegal under local or international law or that encourages conduct that would constitute a criminal offence. This includes any material that intimidates or harasses any group based on protected characteristics, or encourages extremism
- I will not use DMI IT equipment to view, download, create, distribute or save in any format inappropriate or abusive material including but not limited to pornography or depictions of child abuse

Perform my duties and conduct my private life in a manner that avoids conflicts of interest

- I will declare any financial, personal or family (or close intimate relationship) interest in matters of official business which may impact on the work of DMI
- I will not be involved in awarding benefits, contracts for goods or services, employment or promotion within DMI, to any person with whom I have a financial, personal, family (or close intimate relationship) interest unless that contract has been awarded following a fair, competitive and transparent procurement process
- I will seek permission before agreeing to being nominated as a prospective candidate or another official role for any political party
- I will not accept significant gifts or any remuneration from governments, communities with whom we work, donors, suppliers and other persons which have been offered to me as a result of my employment with DMI

Uphold confidentiality

- I will exercise due care in all matters of official business, and not divulge any confidential information relating to colleagues, work-related matters or any sensitive information unless legally required to do so

Complaints and reports

DMI staff and associated personnel are obligated to bring to the attention of the relevant manager any potential incident, abuse or concern that they witness, are made aware of, or suspect which appears to breach the standards contained in the Code. DMI staff reporting concerns are protected by DMI's whistleblowing policy and DMI undertakes to take appropriate action to ensure there is no reprisal, victimisation of harassment as a result of reporting concerns. Personnel who have a complaint or concern, or have received reports of complaints or concerns should follow the procedures set out in DMI's Whistleblowing policy.

In accepting my appointment, I undertake to discharge my duties and to regulate my conduct in accordance with the requirements of this Code of Conduct, and other DMI policies and procedures as appropriate.

Name	Signature	Date