



Mamie Martin Fund Code of Conduct

As a member of MMF I commit to the highest standards of conduct in my engagement with the work of the Mamie Martin Fund and agree to abide by the Code of Conduct set out below.

I aim to ensure the best experience for the beneficiaries, partners, donors, staff and volunteers of MMF as I play my part in supporting girls' education in Malawi.

As an MMF Trustee, employee or volunteer I will:

Uphold the integrity and reputation of MMF by ensuring that my professional and personal conduct is consistent with MMF'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 MMF, I will be observant of all local laws and be sensitive to local customs

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.
- I will not engage in any commercially exploitative activities with children or adults including child labour or trafficking
- I will not physically assault a child or adult
- I will not emotionally or psychologically abuse a child or adult

- I will not use sexualised language with a child, vulnerable adult or adult over whom I have authority which could constitute exploitation.
- I will never develop personal relationships with a child or an adult over whom I have authority which could lead to, or constitute, abuse.
- I will never fondle, hold, kiss, hug or touch a child or adult inappropriately or without consent.
- I will never intentionally behave in a way that frightens or intimidates a child or adult.
- I will never do things of a personal nature for a child or vulnerable adult that they can do for themselves.
- I will never single out a child or adult for special treatment inappropriately.
- I will never give a child or vulnerable adult presents or personal items unless authorised by the MMF Malawi Manager.
- I will never stay alone overnight with a child or vulnerable adult.
- I will not take an unaccompanied child or vulnerable adult in my car, except in exceptional circumstances.
- I will never use internet resources such as social networking sites to make inappropriate contact with children or adults which could lead to or constitute abuse.
- I will never use racist, sexist, discriminatory, inappropriate, abusive or offensive language, as deemed offensive in UK and/or Malawi.
- I will never intentionally humiliate or degrade a child or an adult.
- I will never smoke consume or be under the influence of alcohol in the presence of children or vulnerable adults, or use illegal drugs.
- I will not converse alone with a child or vulnerable adult, unless they have explicitly requested me to do so. In which case another adult should be nearby.
- I will never take or make use of images of children and adults unless they are respectful. I will always obtain permission from them, and their parent/guardian or carer before using their image. **This applies to images taken in UK or overseas.**

Ensure the safety, health and welfare of all MMF staff members and associated personnel (volunteers, partners)

- I will adhere to all legal and organisational health and safety requirements.
- 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, mental wellbeing or welfare of myself, colleagues or others, including partner organisations and communities with whom we work.

Complaints and Reports

- I will always listen to children and adults about their concerns.
- I will always use sensitive language when a child or adult reveals a serious issue (such as abuse or sexual violence).
- I will always respect the rights of children and adults and empower them to be aware of and act upon their rights.
- If I have a complaint or concern I will report it to my line manager, if appropriate, or to the Convenor of the Board.
- I will deal with any allegations or concerns relating to abuse immediately and appropriately in accordance with the Safeguarding Procedures.

I undertake to discharge my duties and to regulate my conduct in accordance with the requirements of this Code.

Name: _____ Date: _____

Signature: _____ Date: _____

Reviewed May 2023
Review date May 2024