



Equality Myanmar

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Code of Ethics

Introduction

Equality Myanmar (EQMM) was founded with the goal of empowering the people of Myanmar through human rights education and advocacy to engage in social transformation and promote a culture of human rights.

In doing so, personnel at Equality Myanmar (EQMM) is personally and collectively responsible for upholding and promoting the highest ethical and professional standards in their work. This also applies to board members when representing EQMM and temporary personnel such as consultants, interns and volunteers during their assignments with EQMM. Management at all levels of the Organization have a responsibility to ensure that all personnel are aware of this Code of Ethics, that they understand what it means in concrete behavioral terms and how it applies to their daily work.

Policy

This Code of Ethics is a living document that outlines professional standards expected from EQMM staff members. It guides us in the performance of our professional responsibilities and the achievement of our common goal, which is to promote and strive for the protection and realization of human rights and fundamental freedoms in Myanmar, as set out in the Universal Declaration of Human Rights.

Our principles of conduct are:

1. We will respect colleagues, stakeholders, beneficiaries and others, regardless of sex, sexual orientation, gender identity, nationality, ethnicity, color, class, education, age, disability, beliefs, status, or religion.
2. We will never commit any act or form of harassment as it causes physical, sexual, psychological or emotional harm or suffering to individuals. Violent, harassing or discriminatory behavior of any kind toward another person in the workplace or the people EQMM works with is unacceptable and shall not be tolerated.
3. We will avoid verbal abuse. We will speak with civility and kindness, listen carefully, and consider other's wellbeing.
4. We will be honest and responsible about how we use EQMM resources, being modest in spending EQMM resources bearing in mind that our organizational way of life should adhere to the human rights practices and good governance

5. We will never steal, misuse or misappropriate funds or property, ensuring that financial and other resources are used solely for the intended purposes.
6. We strictly prohibit soliciting or accepting bribes, gratuities, favors, or anything of monetary or otherwise value from suppliers, contractors, or parties to sub-agreements.
7. We will avoid and disclose any potential conflict of interest that might influence personal action or judgment e.g. abuse of power, favoritism, nepotism, etc.
8. We will not use illegal and prohibited drugs and will have a restrictive approach to the consumption of alcohol and non-prohibited drugs, never working under their influence or using them in a way that affects our judgment and behavior while in service.
9. We will not smoke inside the office or on any occasion that can harm the health of a non-smoker.
10. We will keep our workplace clear of all pornographic or obscene material. Nor may we use EQMM's technical equipment, computers, etc. for looking at pornographic material or disseminating it. All dealings with child pornography are totally prohibited, including outside the workplace
11. We will not make any public display of obscenity.
12. We will refrain from using social media to post or display comments about coworkers, organizational policies or any other office internal business that might be perceived as vulgar, obscene, threatening, intimidating, harassing, disrespectful or that might constitute a violation of the organization's policies against discrimination, harassment, or hostility on account of age, race, religion, sex, ethnicity, nationality, disability, or other protected class, status, or characteristic.
13. We will not tolerate any form of bullying or discrimination on our social media accounts or any comments or posts that are defamatory, rude or abusive.
14. We will promote the implementation of this Code of Ethics by contributing towards the creation and maintenance of a safe and enabling working environment.
15. We will report immediately any knowledge, concerns or substantial suspicions of breaches of this Code to our manager and/or senior management, who is expected to take prompt investigative action.

We commit ourselves to the minimum principles outlined in this Code of Ethics. These principles are subject to annual review by the board of directors, M-COM and regular staff employed by the organization.

Signature -
Name -
Position -
Date -