

MEDICAL DOCTORS FOR CHOICE CODE OF CONDUCT AND ETHICAL PRINCIPLES

Message from the Board of Directors



Our commitment to ethical behaviour and the solid ethical foundations are one of the most essential components of MDFC operation. We are committed to operate in the right way, based on a culture of ethics and compliance. The Code of Ethics is an important part of our commitment to operating in an ethical and responsible manner.

It helps us to ensure that our staff are aware of the ethical standards that we expect of them and that they are able to make ethical decisions in the course of their work. Thank you for upholding our values and helping us do things right, and your commitment to ethical conduct. Together, we can build a strong and sustainable organisation.

1. Introduction



This CODE OF ETHICS AND CONDUCT of MDFC serves as our ethical commitment and as a guide to proper business conduct for all of our stakeholders. We, at MDFC are committed to doing business legally, ethically, and in a transparent manner.

This Code of Ethics sets out the ethical principles that guide our work and the standards of conduct that we expect from our staff who work for the MDFC and also includes other organizations and institutions that do operations with us. MDFC expects its staff to be impartial and honest in all affairs relating to their job. All staff bear a responsibility in general, to be of good faith and do nothing to destroy the trust necessary for employment. All staff are expected to adhere to this Code in their professional, as well as personal conduct, and treat everyone with respect, honesty, and fairness.



MDFC is open to any questions at any time and will not allow punishment or retaliation against anyone for reporting misconduct in good faith. Non-compliance to this Code is considered as misconduct that could warrant disciplinary action, including termination of employment or other contract in deserving cases. We are committed to making efforts to apply our values and norms also throughout the entire value chain of our own suppliers, sub-contractors, service providers, and business partners.

2. Ethical principles

Our core principles at MDFC are:



- Non-discrimination
- Accountability
- Reliability
- Obedience to the law
- Respect for privacy
- Avoidance of conflict of interest
- Teamwork
- Zero tolerance for sexual harassment in the workplace

3. Ethical Decision-making



Ethical conduct is value-driven decision-making. When making decisions, we will always consider the ethical implications of our actions. We will ask ourselves the following questions:

- Is what I am doing legal?
- Does it reflect our organization's values and ethics?
- Does it comply with the Code and company rules/policies?
- Does it respect the rights of others?
- How would it look if it made the news headlines?
- Is this the right thing to do?
- Have I been asked to misrepresent information or deviate from normal procedure?

4. **Compliance with laws and regulations**



MDFC is committed to complying with all applicable laws and regulations. We will not knowingly violate any law or regulation, and we will take all reasonable steps to prevent violations by our staff. Our staff must follow applicable laws and regulations, always including the Code, and must ensure compliant operation.

5. **Sustainability: People + Profit + Planet**



MDFC is committed to meeting current requirements without compromising the needs of future generations. To this, we will strive to operate in a way that is environmentally and socially responsible.

6. **Human rights**



MDFC is committed to respect the human dignity and rights of each individual and community whom we interact with during the course of work. We will not discriminate against anyone on the basis of race, religion, gender, sexual orientation, or any other protected characteristic. Our staff shall treat everybody with dignity, respect, and care and uphold human rights.

7. **Fair labor practices and working conditions**



MDFC is committed to promote equality in our employment practices and to fair employment and remuneration policy in compliance with applicable laws. We are firmly opposed to employ or contract child or slave labor or any form of forced or compulsory or bonded labor. We condemn all forms of illegal, unfair, unethical labor practice that exploits the workforce, destroys social security or serves as tax evasion, including but not limited to undeclared and “grey” work or holding back wages. Our staff shall act with integrity and treat their colleagues and others through the work with full respect.

8. **Discrimination and harassment**



MDFC is committed to provide equal opportunity in employment and we do not tolerate any discrimination or harassment or any type of abuse. No direct or indirect discrimination shall take place based on any professionally non-relevant trait or circumstance, like gender, marital status, age, national or social or ethnic origin, color, religion, and political opinion, disability, sexual orientation, employee representation, property, birth, or other status. Any kind of discriminatory behavior, harassment, bullying, or victimisation is prohibited.

All staff is expected to follow the highest standards of conduct in all verbal and written communication based on mutual respect and must refrain from any form of harassment, slander, or any behaviour that could be taken as offensive, intimidating, humiliating, malicious, or insulting.

9. Health, Safety, and Environment



MDFC is committed to provide clean, safe, and healthy work conditions and is dedicated to maintaining a healthy environment. All staff must follow and comply with every relevant health, safety, and environmental protection local laws, regulations, and rules at all times.

10. Anti-corruption



MDFC firmly condemns and does not tolerate all forms of corruption. It is prohibited directly or indirectly offering, promising, giving, asking, soliciting, or accepting any unfair advantage or benefit, in order to obtain, retain or facilitate in any way the organisation. Our staff has to account for all benefits received in the course of doing organisational work and must not give or receive bribes or otherwise act corruptly.

11. Security, protection, and proper use of organisation assets



We are responsible for the security, protection, and for the economic use of organisational resources. Our resources, including time, material, equipment, and information are provided for legitimate business use only. Occasional personal use is permissible as long as it is lawful, does not affect job performance, or disrupts workplace morale. All staff is obliged to follow appropriate security measures and they should treat organisation property, whether material or intangible, with respect and shouldn't misuse organisation assets or use it carelessly.

12. Confidentiality, information security, proprietary information, and intellectual property



MDFC is very committed to organization information confidentiality, integrity, and accessibility, we implement proper technical security measures and it is our staff's obligation to uphold this. Staff shall not, either during the term of their contract or any time thereafter, use or disclose to any person, office, corporation, or entity any confidential information concerning their colleagues, MDFC partners which they may have acquired in the course of or as incident to their contract for their own benefit, or to the detriment or probable detriment of MDFC and its partners.

13. Anti-Fraud



Fraud – the act or intent to cheat, steal, deceive, or lie – is both unethical and, in most cases, criminal. Fraud in every form, (including e.g. submitting false expense reports; forging or altering financial documents or certifications; misappropriating assets or misusing organization property; or making any untrue financial or non-financial entry on records or statements) is prohibited.

14. Conflict of Interests



Our decisions shall be based on objective and fair assessments avoiding the possibility of any improper influence. A "conflict of interest" exists when an employee's personal interest (that can be linked to e.g. friends, family, or customer, competitor, supplier, contractor entity, as well) interferes or potentially interferes with the best interests of MDFC. Determining whether a conflict of interest exists is not always easy to do, thus anyone with a conflict of interest question should seek advice from management.

Conflicts of interest could arise:

- Being employed (you or a close family member) by or being in economic relation with an actual or potential customer, competitor, supplier, or contractor.
- Hiring or supervising family members or closely related persons.
- Serving as a board member for another organization.
- Having a personal interest, financial interest, or potential personal gain in any organization operation.

If co-workers become involved in personal relations with each other, the onus is on the senior employee concerned to bring this to the attention of his or her manager to confirm that there is no conflict of interest, nor will a conflict of interest arise.

15. Privacy, and personal data protection



We respect people's privacy, and we acknowledge customers, employees, and other natural persons' need to feel confident that their personal data is processed appropriately and for a legitimate business purpose. We are committed to complying with all personal data protection laws. We only acquire and keep personal information that is necessary, and we give proper information on these activities to data owners. We implement proper security measures to assure the confidentiality, integrity, and availability of personal information. Our staff must observe the legal requirements, apply compliant practices and follow related procedures to ensure the legality of personal data handling and processing activities.

16. Related policies (MUST READ)

Conflict of Interest Policy

MDFC Policy

Local legislation

Employee

Name

Signature.....

Executive Director

Name.....

Signature.....