**Compliance Declaration (potential and current employees)**

*NB: This form is for staff or potential staff at MSI and its entities. Business Partners should complete the* ***Supplier Questionnaire*** *instead.*

**Fraud and Bribery, Terrorism and Money Laundering, Modern Slavery and Safeguarding:** MSI takes a zero tolerance approach to fraud and bribery, terrorism, money laundering, sexual harassment, sexual misconduct or any safeguarding issues. MSI does not employ people who put the wellbeing of clients, team members or others at risk, or who act fraudulently.

*Please complete all fields of this form using BLOCK CAPITALS.*

|  |  |  |
| --- | --- | --- |
| **Part A: Questionnaire** | | |
| **Full name**  **First name(s)**  **Middle name(s)**  **Last name/ surname**  **Alternative name(s)** (eg. maiden name) |  | |
| **Date of birth** (DD/MM/YYYY) |  | |
| **Gender** |  | |
| **Nationality/ country(ies) of citizenship** |  | |
| **Country of residence** |  | |
| **Within the last three years, has administrative, civil or criminal litigation been filed against you? If yes, please provide specific details** | **YES**  **Details:** | **NO** |
| **Within the last three years have you been convicted? If yes, provide specific details** | **YES**  **Details:** | **NO** |
| **Have you ever been formally accused of, or investigated or sanctioned for:**   1. **fraud, bribery or corruption; or** 2. **any treatment of individuals which could amount to slavery or human trafficking; or** 3. **money laundering; or** 4. **funding, or otherwise being involved in, terrorism; or** 5. **child or vulnerable adults’ rights’ violations; or** 6. **sexual harassment or sexual misconduc** | **YES** | **NO** |
| **If yes to any of the above, provide specific details** | **Details:** | **N/A** |

***Any information provided will be treated as confidential and according to any applicable laws and regulations, in particular data protection laws and regulations.***

|  |
| --- |
| **Part B: Declaration** |
| I understand that MSI expects all of its staff to have the highest levels of integrity.  I confirm that I have read the MSI Code of Conduct (which is attached), and I agree to adhere to it should I enter into an employment contract with MSI.  I hereby certify that all information provided in this declaration is true, accurate and complete. |
| Signature Date  Print name |

***For MSI HR Teams:***

*Please ensure that all fields are completed, legible and that the document has been signed.*

*Return this form* ***plus*** *a scanned copy of photo ID (eg. passport, national ID, driver’s licence) to vettingchecks@mariestopes.org for processing. Results will be returned within 5 business days.*

# Global Policy Statement – Principles guiding MSI’s Code of Conduct

MSI is a global organization committed to advancing access to reproductive health care services, and contraception/family planning methods. We are courageous and push boundaries to achieve this goal, working within the maximum interpretation of local legal frameworks to expand access to reproductive health care products and services.

The Board of Trustees and Executive Leadership set our vision, mission, organizational values, behaviors, and principles, and make global policy statements. MSI uses intercompany communication to inform team members of these global policy statements. Our Country Directors are responsible for making sure that these global policy statements are understood by team members in their country. The Executive Team reserves the right to update and evolve these global policy statements as required.

The MSI-Afghanistan mission, of *improving Afghan women’s health and wellbeing* is guided by our vision of being the organization that Afghan women seek out for high-quality, client-centered health care provided by women, for women. The vision and mission inform our organizational values and behaviors, and all are appended to this document.

# Our principles

The following principles guide our conduct.

MSI respects the rights of clients to safe, efficient, and confidential high-quality services.

MSI conducts its work with honesty and professional ethics, maintaining a high level of integrity and openness and with respect for the interests of our key stakeholders including clients, the beneficiaries of aid, employees, host governments, donors, and suppliers.

MSI is committed to a working environment that promotes diversity and equality of opportunity, where there is respect for human rights and no discrimination based on sex, gender, sexual orientation, age, socioeconomic status, religion, race, caste or ethnic group. MSI team members treat each other and all stakeholders with fairness, understanding and respect.

MSI is committed to a safe and healthy working environment, free from bullying, harassment or abuse of any kind.

MSI safeguards and protects the rights of children and vulnerable adults with whom we interact in the course of our operations.

MSI upholds the elimination of all forms of forced, compulsory, and child labor and will not tolerate the trafficking and slavery of people within our organization and by any supplier with whom we do business.

MSI promotes a high-performance culture, focused on results rather than effort expended. MSI aims to recruit, employ, reward and promote team members based on their talent and ability to drive long-term impact, as well as their ability to work effectively with others across diverse cultures and backgrounds.

MSI develops systems and training to support team members to build skills and understand their duties.

MSI is committed to treating team members with respect throughout the employment lifecycle, and to supporting team members in the development of their personal skills and capabilities to allow them to achieve their fullest potential.

MSI provides all team members with a total remuneration package that meets or exceeds the legal minimum standards or appropriate prevailing industry standard.

MSI has a “zero tolerance” of fraud and bribery. MSI team members do not accept inducement or gifts in contravention of our policies, or take part in fraud or bribery of any description, including the receipt or payment of facilitation payments.

MSI respects confidentiality and protects information appropriately. MSI does not misuse information or data in such a way as to cause detriment to the reputation of the organization, the services that MSI provides, or to any colleague, client, or stakeholder.

All information/data provided by MSI team members will be truthful and MSI will do all to protect the integrity of the data we produce.

MSI team members avoid personal activities and financial interests which could conflict with their responsibilities toward the organization and seek to ensure that all possible conflicts of interest are declared.

MSI team members must not seek gain for themselves or others through the misuse of their position.

MSI respects the rights of individuals to raise legitimate concerns without fear of reprisal, through transparent, fair and confidential procedures and, expects MSI team members to report incidents where any discriminatory behavior or malpractice is observed.

## Compliance with these principles is an essential part of our business

In the event of any apparent breach by a team member, MSI will investigate the allegations and consider evidence, regardless of the circumstances. If there is a case to answer, the process will be managed in line with the country’s disciplinary procedures, and/or any other process or procedure that might apply in the circumstances. Consequent disciplinary action will be taken, up to and including dismissal from the organization.

Although this code applies to the work of MSI, MSI team members understand that their behavior outside the working environment may also have potential impact on the organization. In circumstances where those behaviors breach either regulated or accepted standards, MSI may pursue investigation and disciplinary action.

As a team member of MSI, I understand that it is my responsibility to ensure that my conduct reflects these principles. My failure to do so, can and will result in disciplinary action up to and including the termination of my employment contract. I understand that it is my responsibility to ensure these principles are embedded in the behavior of my direct reports and teams.

I also understand that it is my responsibility to report any concerns in relation to a breach of this code and I should do so through management structures with reference to the local HR legislation and policies. Alternatively, any concern can be directed in confidence, via email to speakingup@safecall.co.uk or through the Safe-call telephone number assigned for my country.

Upholding these principles supports the realization our mission *“Improve Afghan women’s health and wellbeing so that they can in turn build strong, healthy families”*

**I…………………………………………. (NAME) acknowledge that I have read and understand MSI’s Code of Conduct and will comply with all its provisions.**

Signature: ……………………………

Date: ……………………………

# Vision, mission, values, and behaviors

**Our vision:** Be the organization that Afghan women seek out for high-quality, client-centered health care provided by women, for women.

**Our mission:** Improve Afghan women’s health and wellbeing so that they can in turn build strong, healthy families.

## Values

**Mission driven:** With unwavering commitment, we exist to empower women and men that they can in turn build strong, healthy families

**Client centered:** We are dedicated to our clients and work tirelessly to deliver high-quality, high impact services that meet their individual needs.

**Accountable:** We are accountable for our actions and focus on results, ensuring long term sustainability and increasing the impact of the Partnership.

**Courageous:** We recruit and nurture talented, passionate, and brave people who have the courage to push boundaries, make tough decisions and challenge others in line with our mission.

**Resilient:** In challenging situations, we work together and support each other, adapting and learning to find solutions, whatever we’re up against.

**Inclusive:** We believe that diversity is a strength. We all play our part in creating a culture where every team member can thrive, feel valued and contribute meaningfully to our mission, and where all our clients feel welcome and supported.

## Core behaviors

### Work as One MSI

* You contribute, share, and utilize accuratedata and evidence to improve understanding,insight and decision-making.
* You share relevant knowledge, coordinating expertise and resources to strengthen teamwork and prevent duplication of effort.
* You actively work as part of a team, providing support and flexibility to colleagues, demonstrating fairness, understanding and respect for all people and cultures.

### Show courage, authenticity, and integrity

* You hold yourself accountable for the decisions you make and the behaviors you demonstrate.
* You are courageous in challenging others and taking appropriate managed risks. The culture that we want to live is defined by our mission, vision, values and behaviors.

### Develop and grow

* You seek feedback to enable greater self-awareness and provide the same to others in a way which inspires them to be even more effective.
* You manage your career development including keeping your knowledge and skills up to date.

### Deliver excellence, always

* You strive to consistently meet and exceed expectations, putting clients at the center of everything.
* You implement smarter, more efficient ways of performing your role.
* You build and maintain long-term working relationships with stakeholders and serve as a true ambassador for MSI.