Mary's Meals Personal Conduct Policy for Non-employees

As representatives of Mary's Meals, we recognise that our behaviour has an impact on others and on the global network. All employees have a duty to follow relevant organizational policies and procedures and to ensure that their behaviour does not cause harm to others or to the charity.

Purpose

The rules and guidelines contained in this Policy, together with Mary's Meals policies and procedures any written agreements between yourself and Mary's Meals, provides a framework within which all individuals, regardless of location, should carry out their responsibilities represent Mary's Meals. This policy describes what Mary's Meals expects from those who are associated with our work across all parts of the family.

Whilst recognising that local laws and cultures differ considerably from one country to another, Mary's Meals is a charity and an International Non-Governmental Organisation (INGO). These standards have been developed from international and UN standards and are subject to relevant international human rights laws and guidelines, wherever you are based.

Scope

This version of the Personal Conduct Policy applies to anyone, who by nature of their work have a relationship with Mary's Meals, but do not have an employment relationship with Mary's Meals. This includes volunteers, consultants, visitors, ambassadors, contractors, trustees, plus accompanying family members of international employees. This policy applies to your professional or personal life, where it has potential to impact the reputation of Mary's Meals.

Mary's Meals respects the private lives of all individuals, and we do not wish to dictate beliefs or behaviours beyond what is necessary to uphold the charity's reputation. However, any actions that are seen to contradict this policy or bring Mary's Meals into disrepute may be considered a violation of the policy. All employees and non-employees are required to adhere to the principles of this policy both at work and outside work. Any breach may result in appropriate action by MAG and in some cases could lead to criminal prosecution.

Policy Standards

As a Mary's Meals representative, I will:

1. **Uphold the integrity and reputation of Mary's Meals by ensuring that my professional and personal conduct is demonstrably consistent with Mary's Meals values and standards:**

- I will display high standards of professional behaviour at all times.
- I will ensure that my conduct does not cause harm to others, including not abusing my position, power or influence over another or taking any action that could bring Mary's Meals into disrepute.
- To avoid any conflict of interest, power imbalance or perceived conflict of interest or power imbalance, I will declare any personal or financial relationships between myself, staff members, volunteers, other Mary's Meals representatives or project participants.
- I will treat all people I come across with respect and dignity regardless of their personal characteristics or beliefs.

- I will not represent Mary's Meals under the influence of any alcohol or be in possession of, or use illegal substances on Mary's Meals' sites, premises, vehicles, or accommodation.
- I will respect the rights of anyone associated with our work, including children.

2. Promote human rights, and avoid involvement in any criminal or unethical activities:

- I will avoid involvement in any criminal or unethical activities that could discredit or bring Mary's Meals into disrepute.
- When working, representing or travelling on behalf of Mary's Meals, I will respect all relevant laws and be sensitive to local customs and culture.
- I will notify Mary's Meals of any criminal convictions or charges, prior to my involvement with the charity, and I will notify the organisation if I face any criminal charges during my involvement with Mary's Meals.
- I will behave in a way as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organisations and project participants.
- I will not offer, promise, give or accept any financial or other advantage to induce or reward an improper act, and I will not abuse any entrusted power or position for my private gain.
- I will ensure that my relationships and behaviour are not exploitative, abusive or corrupt or have the potential to be interpreted or viewed as such.
- In line with international standards, I will not have sexual relations with children (defined as anyone under 18 years of age) or with programme participants recognising the inherent unequal power dynamics at play.
- I will not exchange money, offers of employment, offers of promotion, goods or services for sex or sexual favours/contact nor engage in any forms of humiliating, degrading or exploitative behaviour.

3. Be responsible in the use of information, equipment, money and resources to which I have access by reason of my association with Mary's Meals:

- I will not use Mary's Meals IT equipment to view, download, create or distribute inappropriate material (such as pornography) or material that could be considered defamatory, abusive, homophobic, sexist, racist or otherwise exploitative.
- I will be discrete when handling sensitive or confidential information, and act within the agreed policies and procedures.
- I will act responsibly with Mary's Meals' money, assets and property (e.g. vehicles, equipment, accommodation – office and house, computers, including the use of internet and email).
- I will comply with all relevant Mary's Meals policies and processes.
- I will report any concerns around financial crime, money laundering, theft or damage of money, assets or property, and breaches of confidentiality that I become aware of.
- I will not disclose or transfer commercially sensitive information relating to the charity including, but not limited to, operational workings, performance, bids, and contracts or funding issues of Mary's Meals, unless authorised to do so.
- I will ensure that my use of social media does not discredit or bring Mary's Meals into disrepute.
- I will protect the personal data of everyone associated with Mary's Meals where possible – including supporters, visitors to our websites, volunteers, employees, applicants for jobs or volunteer roles, suppliers, service providers and the children who receive a daily meal at their school.
- I will comply with all relevant Mary's Meals data protection policies and procedures and recognise the importance of data protection in my day-to-day working practices.

4. Protect the health, safety, security, and welfare of all Mary's Meals employees, volunteers and representatives and anyone who come into contact with our work.

- I will adhere to all organisational standard operating procedures, health, safety, security and safeguarding requirements.
- I will comply with security guidelines and the safeguarding framework, including whilst travelling to other Mary's Meals organisations and locations.
- I will behave in such a way as to avoid any unnecessary risk to the security, safety, health and welfare of myself and others, including partner organisations and communities.
- I will act ethically and with integrity and aim to reduce the risk of modern slavery taking place anywhere in our organisation.
- I will report any concerns, suspicions, issues that breach this policy.
- I will not make false or misleading allegations against anyone, and I understand that doing so deliberately could be considered a serious matter.
- I will cooperate fully and confidentially in any Mary's Meals investigations.

Self-Declaration

I have read and understood that as a representative of Mary's Meals, I have a direct responsibility to ensure I understand and abide by the responsibilities outlined in this policy and I agree to uphold the standards required.

Name	
Date	
Signature	

References

This policy should be read in conjunction with the following documents:

- Global Safeguarding Policy
- Whistleblowing Policy
- Global Security Policy
- Global Data Protection Policy
- Global Anti-Bribery and Corruption Policy
- Global Modern Slavery Policy
- Global Protection of Funds Policy

Volunteer Safeguarding Essentials

Safeguarding Contacts and Reporting

MMC Safeguarding Contact: Trish Phillips, Director of Operations trish.phillips@marysmeals.org
MMI Safeguarding Team: safeguarding@marysmeals.org
Safecall Confidential Reporting: https://app.safecall.co.uk/en/file-a-report

National Affiliates & Fundraising Groups

What Safeguarding Means

Safeguarding means making sure that children, families, volunteers, and everyone we work with are safe, respected, and treated with dignity.

It includes protecting people from harm, abuse, exploitation, and neglect.

Your Role as a Volunteer

You play an important role in keeping people safe. You are expected to:

✅ Treat everyone with respect and dignity

✅ Follow Mary's Meals values and Personal Conduct Policy

✅ Maintain appropriate boundaries at all times

✅ Avoid behaviour that could cause harm, misunderstanding, or reputational risk

✅ Represent Mary's Meals responsibly - including online and on social media

✅ Complete safeguarding orientation and refresher training

You are not expected to be a safeguarding expert - just to act responsibly and report concerns.

Be Mindful During Activities

Stay alert to situations where safeguarding risks may arise:

- Activities involving **children or vulnerable adults**
- Taking or sharing **photos, videos, or stories**
- Events with **partner organisations or external venues**

Always follow Mary's Meals guidance if unsure.

If Something Doesn't Feel Right

If someone is in immediate danger, contact local emergency services first.

If you see or hear something worrying:

✅ **Listen** calmly and take the person seriously

❌ **Do not investigate** or ask leading questions

❌ **Do not promise confidentiality**

✅ **Record basic facts** (what happened, when, who was involved)

✅ **Report immediately**

Reporting Concerns

You do not need proof - **trust your instinct and speak up**.

- Report to your **group safeguarding contact immediately:**
    - Trish Phillips - trish.phillips@marysmeals.org
- OR report confidentially via **Safecall**: https://app.safecall.co.uk/en/file-a-report
- OR contact the **Safeguarding Team**: safeguarding@marysmeals.org

Do not delay reporting while gathering information

If You Are Unsure

That's okay. You don't need to decide if it is a safeguarding issue.

- **Speak up and seek advice**
- It is always better to **report and check**

✅ Do / ❌ Don't

✅ **Do:**

- Report concerns quickly
- Stay respectful and professional
- Follow guidance

❌ **Don't:**

- Investigate concerns yourself
- Promise confidentiality
- Ignore something that feels wrong

⭐ Remember

- Safeguarding is everyone's responsibility
- You are not expected to handle concerns alone
- Speaking up helps keep people safe
- Asking for help is always the right thing to do

Volunteer name: _____

Signature: _____

Date: _____

Mary's Meals Canada
Policies and Procedures for Volunteers

As a volunteer for Mary's Meals, you must agree to and sign the following three policies, as outlined below:

1. Volunteer Declaration of Representation
2. Global Data Protection Policy

Volunteer Declaration of Representation

I declare that in taking on this role, I represent Mary's Meals Canada. In doing so, I understand that "*I am Mary's Meals"* - to all those with whom I come into contact. The impression I leave upon them is the impression they will have of Mary's Meals. **It is my responsibility to ensure that all those with whom I interact as a representative of Mary's Meals Canada are treated with warmth, respect and appreciation.**

Global Data Protection Policy

1. Policy Statement This policy is a statement of principles outlining Mary's Meals' commitment to good practices in relation to data protection.

Protecting the personal data of everyone associated with Mary's Meals – which includes supporters, visitors to our websites, volunteers, employees, applicants for jobs or volunteer roles, suppliers, service providers and the children who receive a daily meal at their school – is important to Mary's Meals.

Our mission relies on these people having confidence in the way we operate – including how we manage their personal data – and we recognize that the lawful treatment of this personal data will maintain confidence in Mary's Meals and enable the continued success of our activities.

In the words of the Founder of Mary's Meals, Magnus MacFarlane-Barrow:

"*Data protection is a necessary and important part of our work. It should not stop us performing our duties or pursuing our goals, and good data protection practices align strongly with our values. We must each ensure that our actions and behaviours clearly demonstrate that we are committed to protecting the personal data of all individuals that are engaged in the Mary's Meals global movement.*"

2. Scope / Applicability This policy is applicable to MMI, National Affiliates and Programme Affiliates. It applies to all employees, trustees, volunteers, agents, partnering agencies, consultants, contractors and to any other people or bodies associated with Mary's Meals, within all regions, areas and functions, wherever located.

As a result, Mary's Meals expects external parties such as suppliers and contractors to have or put in place similar policies and procedures in line with local legal requirements.

3. Who is Responsible for this Policy? The MMI Board and each Affiliate Board (subject to the terms of their Scheme of Delegation) have overall responsibility for ensuring this policy complies with our legal and ethical obligations and is implemented fully across the network.

Each Mary's Meals entity should put in place suitable arrangements for implementing this policy, monitoring its use and effectiveness, dealing with any queries about it, and always ensuring that they are adhering to any and all data protection laws within their own jurisdictions.

4. Definitions
Personal Data is any information that relates to an individual who can be identified from that information.

Processing is any use that is made of personal data, including collecting, storing, amending, disclosing or destroying it.

5. Our Commitment to Data Protection

Mary's Meals is committed to:

- Upholding and complying with all laws relevant to data protection in the jurisdictions in which we operate.
- Recognizing the importance of data protection and ensuring that our day-to-day working arrangements and other activities meet these standards.
- Ensuring that everyone involved with Mary's Meals understands the importance of good data protection practices, and the requirement to adhere to the key principles of data protection.

6. Key Principles for Data Protection In upholding our commitments in relation to data protection, we will adhere at all times to the following key data protection principles, namely that personal data will only be:

- processed lawfully, fairly and in a transparent manner in relation to individuals;
- collected for specified, explicit and legitimate purposes and not for any other purpose;
- adequate, relevant and limited to what is necessary;
- accurate and, where necessary, kept up to date;
- kept in a form which permits identification of individuals for no longer than is necessary for the purposes for which the personal data is processed; and
- processed in a manner that ensures appropriate security of the personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organizational measures.

7. Local Policies and Procedures All Mary's Meals entities must ensure that this policy has been read, understood, and complied with, and should commit to creating and implementing local policies and processes to support the principles outlined in this policy.

All Mary's Meals entities must have a process for reporting and investigating data protection breaches internally, and for reporting them to their own Board and the relevant authorities where necessary.

All Mary's Meals entities should determine the training requirements for their staff and volunteers on the Global Data Protection Policy and any local policies flowing from this, to ensure a high level of understanding of the need to protect personal data.

Breaches of this policy, or any local policies and procedures, should be taken seriously, investigated fully and reported on as required by local governance & regulatory frameworks by the relevant Mary's Meals entity.

This policy will be reviewed annually.

Acknowledgement: I confirm that I have read, understood and accept the terms of this Global Data Protection Policy as noted above.