

Code of Ethics and Conduct

Purpose

Mriya Aid, as a non-for-profit 100% volunteer organization providing critical aid to Ukrainian troops and civilians, is committed to the highest standards of ethics, integrity, transparency, and compliance with international norms and all applicable laws and regulations.

This *Code of Ethics and Conduct* outlines and establishes principles that govern the activities and conduct of all Mriya Aid Directors, Members, and Affiliate Volunteers, and provides the rules of conduct to follow so that accountability, integrity, and professionalism are at the forefront of all Mriya Aid activities. The Code sets a standard that is applicable to everyone at Mriya Aid.

This Code is divided into two parts: Part One describes the principles guiding the organization as a whole. Part Two describes specific rules of conduct that are binding on individuals in the organization.

PART ONE : ETHICS - PRINCIPLES GUIDING THE ORGANIZATION

Core Values

Mriya Aid volunteers are guided by six core values:

- *Integrity*
- *Transparency*
- *Accountability*
- *Competence*
- *Equity*
- *Responsiveness*

Vision Statement

To enable peace in Ukraine by providing outcome-changing, non-lethal support from a mobilized global community. To help Ukrainians under threat do their jobs safely and effectively to defend themselves and to save lives.

Mission Statement

To fundraise, procure, deliver, and distribute non-lethal tactical equipment, training and programming, and humanitarian aid directly to multiple units of the Armed Forces of Ukraine, the National Guard of Ukraine, Special Forces, partnering aid organizations & hospitals, both military and civilian. Mriya Aid volunteers work to provide critical areas of support in equipment and training for tactical medical, reconnaissance, first responder, and demining programs.

Mriya Aid Principles

1 - Operationally focused impacts come first

The prime motivation for Mriya Aid is to deliver humanitarian and critical aid that provides operationally focused impacts to help Ukraine in its objective of regaining its sovereign territory through non-lethal aid support in all its forms.

2 - Aid priorities are considered on the basis of need, intended results and ability to fulfill

Mriya Aid assesses the needs of its partners, agencies and individuals engaged in supporting Ukraine. Assessments are informed by timely and relevant input from supported and partner organizations. Mriya Aid engages local capacities and support, where practical, to meet those needs.

3 - Aid is not conditional on political or religious considerations

Aid is not contingent upon political or religious affiliation or belief of volunteers or those receiving aid.

4 - Mriya Aid does not act as an instrument of government foreign policy

Mriya Aid acts independently from governments and does not seek to implement the policy of any government. Mriya Aid does not gather information for any government, nor otherwise act as an agent of any government.

5 - Mriya Aid is guided by the spirit of volunteerism and accountability

Mriya Aid values and promotes the voluntary giving of labour and finances by concerned individuals. To ensure diversity and sustainability, we seek to broaden our funding sources and to partner, collaborate and streamline with other NGOs and volunteers working on similar lines of effort towards common goals. Cooperation with those sharing our goals is essential to maximizing our collective impact.

6 - Mriya Aid is accountable to donors and to beneficiaries of aid

The Mriya Aid Board of Directors ensures that activities, aid impact, and finances are monitored, documented, and reported regularly to donors and beneficiaries of aid. Stakeholders are also invited to contribute to ongoing assessments of aid projects and programs, including details such as factors limiting or enhancing the impact of that aid. While acting with transparency, Mriya Aid protects confidential information for the security of units, groups, and individuals.

7 - Respecting culture and custom

Mriya Aid respects the culture, structures and customs of the communities and countries in which Mriya Aid is working, and adheres at all times to the laws and regulations of those jurisdictions.

8 - Partners and Aid beneficiaries are co-creators with Mriya Aid

Mriya Aid works collaboratively with other groups and individuals and encourages partners to contribute their expertise and experience to help define, design, manage and implement our assistance efforts, projects and programs.

9 - Mriya Aid promotes respect and integrity in information, publicity, and advertising activities

Mriya Aid cooperates with the media and engages on a variety of social media platforms in order to enhance public engagement, but does not allow external or internal demands for publicity to take precedence over the principle of maximizing overall assistance. Mriya Aid avoids competing with other agencies for coverage in situations where such coverage may be detrimental to the service provided to the beneficiaries or the security of stakeholders.

10 - Mriya Aid chain of command

Mriya Aid volunteers are assigned an immediate line supervisor / manager who is the Head of the committee in which the volunteer is involved. For purposes of the code of conduct, the committee Head is the point of contact for most matters related to the code. For matters arising that may require an objective contact, any Member of the Board of Directors may be contacted directly. The committee Head or Member of the Board will in turn report as needed, to the Board of Directors.

11 - Sexual harassment and sexual exploitation and abuse in international assistance

Mriya Aid policies and programs are grounded in the promotion, protection, and respect for human rights. Mriya Aid strongly condemns all forms of sexual harassment (SH) and sexual exploitation and abuse (SEA) in international assistance, and works actively to prevent and respond to it.

Mriya Aid recognises that SH and SEA violate universally recognized international legal norms and standards, and Mriya Aid works to implement policies and practices that align with Canada's commitment to the delivery of international assistance grounded in a human rights framework. This includes financial and personnel resources to implement (i) Policies, professional conduct standards, organisational change and leadership; (ii) Survivor/victim-centred response and support mechanisms; (iii) Organisational reporting, response systems and procedures; (iv) Training, awareness raising and communication; (v) International coordination; and (vi) Monitoring, evaluation, shared learning and reporting.

Mriya Aid recognises that SEA and SH are deeply rooted in structural inequality, especially gender inequality, that give rise to gender-based violence, among other forms of violence and discrimination. We base our efforts in this area on the following definitions and basic principles espoused by the United Nations (*UN Glossary on SEA*; 2018; *UN Resolution 73/148*, 2016):

- Sexual harassment encompasses a continuum of unacceptable and unwelcome behaviours and practices of a sexual nature that may include, but are not limited to, sexual suggestions or demands, requests for sexual favours and sexual, verbal or physical conduct or gestures, that are or might reasonably be perceived as violating the dignity of a person, in particular when creating an intimidating, hostile, degrading, humiliating or offensive environment.
- Sexual exploitation refers to any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.
- Sexual abuse refers to an actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
- Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Not knowing or mistaking the age of a child is not a defence.

Mriya Aid is committed to:

Organisational cultures and norms that set clear standards and expectations

- A culture of zero tolerance for SH and SEA in all settings.
- Inclusive, non-discriminatory, gender-balanced work environments and opportunities.
- Particular attention for vulnerable groups, including women, children, and those most at risk of discrimination (disability, gender identity and sexual orientation, race, ethnicity, age or religion).
- Proactively high standards for vetting and referencing staff.
- Accountability mechanisms integrated throughout the organization, including roles and responsibilities to ensure monitoring and compliance with a publicly available Code of Conduct.

Prevention and proactive measures and protections

- Training, awareness raising, and communication on SEA and SH prevention.
- Awareness-raising and educational, preventative outreach efforts with implementing partners to inform beneficiaries of their rights, reporting mechanisms, and available support services.
- Risk management and mitigation, especially in contexts of fragile, conflict-affected environments where power imbalances and gender inequality may more easily persist.

Investigating and responding with a survivor- and victim-centered approach

- A survivor- and victim-centred approach grounded in respect for human rights.
- Implementing and communicating to all stakeholders a mechanism of anonymous and confidential reporting, and fair and confidential investigative procedures to respond to all

allegations of SEA and SH, focused on (i) safety; (ii) confidentiality; (iii) respect; and (iv) non-discrimination to protect victims and whistleblowers.

- Remedial measures if misconduct is found, disciplinary action in cases of serious misconduct, and referral to the relevant authorities in cases of criminal conduct.
- Ensuring victims and survivors receive the support they need.

Shared learning, cooperation and communication

- Taking stock of existing policies and mechanisms, and improving the tools available to prevent, safeguard, investigate and support victims.
- Identifying and adopting international best practices, developing policies, guidelines, and tools to help fill identified gaps, and contribute to building capacity within the sector.
- Recognizing the critical role of women's rights organisations and women-led organisations in preventing and responding to violence against women and girls, and the need to ensure their central role in international and local efforts to prevent and respond to SEA and SH.
- Consulting with aid beneficiaries and local women's rights organisations in Ukraine.
- Establishing mechanisms for monitoring and reviewing responses, support, and follow-up, such as review mechanisms on best practices and lessons learned.
- Informing public funding bodies immediately of alleged cases of SEA and SH.
- Annual reporting to the public of the number of alleged and confirmed cases of sexual exploitation and abuse, including measures taken.

PART TWO: RULES OF CONDUCT FOR INDIVIDUALS AT MRIYA AID

Mriya Aid Guidelines for behaviour

Expectations of Mriya Aid Members and Affiliate Volunteers include:

1. Act and communicate with integrity, honesty, truthfulness and in good faith.
2. Act and communicate in a professional, respectful and courteous manner.
3. Comply with laws and regulations of Canada and the countries in which Mriya Aid conducts its activities.
4. Comply with principles of equity, diversity, inclusion and positive teamwork.
5. Share in a timely manner with the Board of Directors information that is material to the activities of Mriya Aid.
6. Cooperate and collaborate with recipients of Mriya Aid support to facilitate co-creation and optimizing Mriya Aid activities and impact.
7. Protect the confidentiality of information in accordance with the Mriya Aid Confidentiality Agreement.
8. Seek agreement of the Board of Directors for any public communication, including from personal accounts, that appear to be made on behalf of Mriya Aid, or that may implicate or be associated with Mriya Aid.

Mriya Aid will not tolerate actions and behaviour that is contrary to our values and principles, and that may reflect negatively on Mriya Aid as an organization; this includes:

1. Committing fraud, corruption, and any form of deception.
2. Misrepresenting one's position or role at Mriya Aid.
3. Harassing or intimidating.
4. Engaging in discrimination as defined in the laws of Canada.
5. Divulging information that would compromise the operational or personal security, safety or privacy of members, volunteers, partners, or aid recipients.
6. Misuse of Mriya Aid assets, materials, intellectual property or confidential information.

7. Engaging Mriya Aid in a activity, program, contract or commitments without approval of the Board of Directors
8. Giving, receiving, promising, offering a third party to give or receive anything of value - such as cash, gifts, services, entertainment, subsidies, or anything else of value without approval of the BoD.

For the purpose of maintaining clarity in lines of responsibility and accountability, Members and Affiliate Volunteers of Mriya Aid that are simultaneously volunteers or members of another organization working for the support and aid of Ukraine must:

1. Disclose to Mriya Aid, in written form, the nature of their role and responsibilities in the other organization(s),
2. Obtain the agreement of Mriya Aid for actions or communications that may be perceived to be on behalf of Mriya Aid,
3. Delineate clearly for all parties involved whether they are acting or communicating on behalf of Mriya Aid or the other organization.

If working officially as a volunteer in another NGO space or in any capacity in a company or business providing services to Mriya Aid, clear lines of responsibility and lines of accountability must be established.

The Board of Directors reserves the right to determine if the involvement of a Member or Affiliate Volunteer in another organization is compatible and conducive to becoming and continuing to be a Member or Affiliate Volunteer in Mriya Aid, having regard for potential conflict of interest and potential for confusion or blurring of the roles, responsibilities, actions and communications of the two organizations in reality or perception.

Conflict of Interest

In the regular course of activities, Mriya Aid Members and Affiliate Volunteers may have the opportunity to advance their own private interests with or against the expressed interests of Mriya Aid itself. Failing to disclose a conflict of interest is unacceptable. Any conflict of interest or perceived conflict of interest must be disclosed to Mriya Aid Board of Directors at the earliest possible time.

Mriya Aid Board of Directors will collect all pertinent information and may speak to any concerned parties to determine the extent of the conflict of interest, the intentions of the parties involved, and any impact on the organization and its reputation it may have. If the conflict of interest in question involves a member or members of the Mriya Aid Board of Directors, such members will recuse themselves from any role in the review of the case and its deliberation. If it is determined that a conflict of interest exists, the Board of Directors will decide what steps to take, and any transactions that may have been affected will be reviewed retroactively.

Potential for conflict of interest is scrutinized at a higher threshold of risk management for Members compared to Affiliate Volunteers.

Communications

At all times Members and Affiliate Volunteers will express themselves professionally in all communications, whether public or private. Expectations of appropriate and constructive communications are based on Mriya Aid's core values and this Code. Each volunteer has a responsibility to uphold the good name and reputation of Mriya Aid not only in the content but in the tone and manner of

communications - and each volunteer works with the understanding that these take priority over individual will or personal preference.

Communications include, but are not limited to, posts, responses, replies and comments from personal social media accounts and public forums, also direct messages, emails and private chat messages, particularly communications that relate to any aspect, activity or involvement in Mriya Aid.

Given that communications become a matter of public record, it is important that communications that appear to speak on behalf of or reflect Mriya Aid in the public domain are accurate and are limited only to Mriya Aid's official position. Volunteers must not in any manner communicate or represent themselves as acting or speaking on behalf of Mriya Aid without the express advance consent of the Board of Directors.

Further elaboration and guidance can be found in the communications policy. Mriya Aid volunteers must work within the guidelines of the Mriya Aid Communications Policy.

Representing Mriya Aid in Negotiations, Partnerships, Fundraising, and Projects

Coordination and communication within Mriya Aid and especially with the Board of Directors of Mriya Aid helps volunteers and the organization to provide professional, impactful, well-coordinated aid projects and programs.

All Mriya Aid Members and Affiliate Volunteers, including Board members, must seek and obtain Board approval before initiating any negotiations, partnerships, fundraising, projects or programs in the name of Mriya Aid.

Breach of Code

Behaviour that violates the Code, including failure to report a conflict of interest, may result in the termination of a volunteer's role or removal from the organization.

This Code of Ethics and Conduct is shared with each Mriya Aid volunteer for review, acknowledgement, acceptance, and adherence of the Code and of all Mriya Aid principles and policies.

By my signature, I acknowledge that I have read and will abide by this Code of Ethics and Conduct [name, signature, date].