

# ETHICS POLICY

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## 1. Introduction

MANT is committed to operating with the highest standards of integrity, transparency, and accountability in all aspects of its work. This Ethics Policy provides a structured framework for ethical decision-making and behavior, ensuring that MANT upholds its mission to serve marginalized communities while maintaining compliance with national and international standards.

This policy applies to board members, staff, volunteers, partners, and stakeholders engaged with MANT and will be periodically reviewed to ensure its relevance and effectiveness.

## 2. Core Ethical Principles

### Integrity and Honesty

- MANT commits to being transparent and honest in all communications, operations, and stakeholder engagements.
- All financial transactions, reports, and project updates will be conducted with full disclosure.
- Staff and leadership must act with integrity, avoiding deception, fraud, or misrepresentation.

### Accountability

- Clear lines of responsibility will be established for all actions, decisions, and program implementations.
- Staff and board members will be held accountable for ethical conduct in their respective roles.
- Regular internal and external audits will be conducted to ensure accountability in financial and operational matters.

### Respect for Human Rights

- MANT upholds the Universal Declaration of Human Rights and ensures that its programs respect and protect human dignity.
- The organization is committed to empowering vulnerable and marginalized groups without discrimination.

### Non-Discrimination

- MANT ensures equitable treatment of all employees, beneficiaries, and partners, irrespective of gender, caste, religion, ethnicity, sexual orientation, disability, or economic background.
- Programs and employment practices will be inclusive and free from bias.

### Cultural Sensitivity

- MANT acknowledges and respects the cultural values, traditions, and customs of the communities it serves.
- All interventions will be conducted in a manner that honors local knowledge, traditions, and social norms.

### Conflict of Interest

- MANT board members, staff, and stakeholders must disclose any personal, financial, or professional conflicts of interest.
- Individuals with conflicts shall recuse themselves from related decision-making.
- All major financial transactions will be reviewed for ethical compliance.

## Not-for-Profit Commitment

- MANT is a not-for-profit entity, and all surplus funds will be reinvested into its programs and mission.
- No part of the organization's earnings will benefit private individuals or board members beyond reasonable compensation.

## Compliance with Laws

- MANT adheres to all local, national, and international laws applicable to its operations.
- The organization is committed to anti-corruption and anti-bribery laws and will take legal action against any violations.

## **3. Key Areas of Ethical Conduct**

### Fundraising Ethics

- **Accurate Information:** All fundraising materials must be truthful, avoiding exaggeration or misrepresentation.
- **Ethical Practices:** No deceptive, coercive, or exploitative fundraising tactics will be used.
- **Transparency:** Donors will be informed about how their contributions are used, and regular financial reports will be made available.
- **Donor Relations:** MANT will engage openly and honestly with donors, ensuring their contributions align with intended purposes.

### Governance and Leadership

- **Board Independence:** The governing board will act in the best interests of MANT and remain free from external political or corporate influence.
- **Term Limits:** MANT will establish term limits for board members to ensure fresh perspectives and prevent conflicts of interest.
- **Diversity:** The board and staff will be inclusive, reflecting the diversity of the communities served.
- **Financial Management:** Regular audits and financial reviews will be conducted to ensure ethical financial stewardship.

### Ethical Program Implementation

- **Community Engagement:** MANT will work in partnership with communities, ensuring free, prior, and informed consent for all interventions.
- **Monitoring and Evaluation:** Regular assessments will be conducted to measure impact, effectiveness, and ethical compliance.
- **Sustainability:** MANT will implement long-term, sustainable solutions that address root causes rather than temporary relief.

### Human Resources and Workplace Ethics

- **Fair Employment Practices:** MANT will ensure fair wages, non-discriminatory hiring, and equal opportunity employment.
- **Whistleblowing Policy:** A confidential and secure mechanism will be established for employees and stakeholders to report ethical violations without fear of retaliation.
- **Staff Training:** All employees and volunteers will receive regular training on ethical conduct, compliance, and professional responsibility.

## Ethical Partnerships and Collaborations

- **Due Diligence:** MANT will conduct background checks on all potential partners to ensure they meet ethical standards.
- **Ethical Standards:** Partnerships must align with MANT's values and commitment to ethical conduct.
- **Collaboration:** MANT will work cooperatively with other NGOs and organizations,
- avoiding unnecessary competition.

## 4. Full Disclosure

### Scope of Disclosure

MANT commits to disclosing the following information to relevant stakeholders:

- **Annual Reports & Financial Statements:** Details on income, expenditures, fundraising efforts, and audited accounts.
- **Project Reports & Impact Assessments:** Clear updates on how funds and resources are used for program implementation.
- **Governance Structure & Leadership Information:** Board composition, decision-making processes, and key organizational policies.
- **Conflict of Interest Disclosures:** Declaration of any potential conflicts among board members, executives, or staff.
- **Partnership & Funding Sources:** A list of donors, funding agencies, and collaborating organizations.

### Access to Information

- MANT will publish **financial reports, program updates, and policy documents on its website** and make them available upon request.
- Beneficiaries and community **stakeholders will have access to project details** and expected outcomes.
- Donors will be provided with **transparent reporting on fund utilization.**

### Confidentiality & Exceptions

While MANT supports transparency, certain information will remain confidential to protect:

- **Personal data of beneficiaries and employees** (in compliance with privacy laws).
- **Sensitive donor or funding agreements** (unless disclosure is required by law).
- **Security-related operational details** that could compromise program delivery.

## 5. Reporting & Accountability

- MANT will conduct **regular audits and evaluations** to ensure compliance with the Disclosure Policy.
- Any **failure to disclose critical information or misrepresentation** will be subject to disciplinary action under MANT's Ethics Policy.
- A **grievance mechanism** will be in place for stakeholders to report concerns about non-disclosure or lack of transparency.
- Stakeholders who have concerns regarding **transparency, financial accountability,** or operational ethics may contact:

- ✓ **President of MANT**
- ✓ **Secretary of MANT**
- ✓ **Treasurer of MANT**

A formal grievance process will be followed to ensure a timely and fair resolution of all concerns.

## **6. Implementation and Monitoring**

### Policy Communication

- The Ethics Policy will be shared with all staff, board members, volunteers, and partners.
- Regular workshops and training sessions will be conducted to reinforce ethical standards.

### Training and Capacity Building

- MANT will integrate ethics training into its staff induction, professional development programs, and partner orientation.
- Ethical leadership training will be provided to board members and senior executives.

### Reporting and Accountability Mechanisms

- Confidential reporting mechanisms will be established to allow employees and stakeholders to report ethical concerns safely.
- Reports of misconduct will be investigated promptly and impartially, with appropriate actions taken.

### Monitoring and Review

- MANT will conduct regular ethics audits and assessments to ensure compliance with this policy.
- The Ethics Policy will be reviewed and updated annually to ensure continued relevance and effectiveness.

### Disciplinary Action

- Clear disciplinary measures will be enforced for violations of the Ethics Policy.
- Employees, board members, or partners found in violation will face appropriate consequences, including termination, legal action, or partner disengagement.

## **7. Conclusion**

MANT believes that ethical integrity is fundamental to building trust, credibility, and meaningful social impact. This Ethics Policy establishes a clear framework for responsible governance, ethical decision-making, and sustainable community engagement.

By upholding these ethical principles, MANT ensures that its work remains aligned with its mission of empowering marginalized communities and fostering social justice.