

Appendix B: Sample MARC Partner Agency(Government, Non-Profit, Faith-based) and Individual Agreement, Code of Ethics and Conduct

All agencies and individuals are required to sign the Code of Ethics and Conduct form certifying that they shall meet the following standards of conduct when delivering services.

I AGREE to adhere to the highest ethical performance standards stated below:

1. Give assistance without discrimination and ensure respect for the individual.
2. Provide assistance with impartiality and with the following considerations:
 - a. No discrimination as to nationality, race, religious beliefs, class, gender, sexual orientation, access or functional needs, or political opinions.
 - b. Provide assistance based on need.
3. Maintain neutrality while working in the MARC or representing the MARC:
4. I will not engage in conversations of a political, racial, or ideological nature. I will respect the freedom from unwanted gifts of religious literature or symbols, evangelistic and sermonizing speech, and/or forced acceptance of specific moral values and traditions. I understand that all partner agencies have equal status in the MARC and must abide by the Chain of Command. Our commitment to serve brings these agencies together with a common purpose and inspires us to excel and to behave in ways that inspire the trust of those seeking help after being affected by disaster.
5. All partner agency representatives and individuals will comply with applicable Federal, state and local laws and regulations.
6. No person shall work while under the influence of illegal drugs/substances or alcohol. Anyone observing someone possibly under the influence of drugs/alcohol should report this to the MARC Site Manager.
7. All partner agency representatives and individuals will ensure that conflicts of interests do not occur with immediate family members or close personal relationships when providing assistance.
8. It is recommended that partner agency representatives and individuals adhere to the National Volunteer Organizations Active in Disaster (National VOAD) Disaster Case Management Points of Consensus when providing assistance for disaster caused needs. These points of consensus ensure a uniform, consistent, and standardized approach for service delivery.
9. I will not engage in the following actions:
 - a. **Personal Use:** Authorize the use of or use the name, emblem, services or endorsement of any partner agency or individual in the MARC for personal benefit or advantage.

- b. **Financial Advantage:** Accept or seek any financial advantage or benefit for myself or on behalf of anyone else in the MARC.
- c. **Affiliation:** Publicly use any MARC or affiliation in connection with the promotion of partisan politics, religious matters or positions on any issues.
- d. **Confidentiality:** Disclose any confidential information that is obtained solely as a result of participating in the MARC to any person not authorized to receive such information.
- e. **Retaliation:** Retaliate against any member who seeks advice from, raises a concern with or makes a complaint to the MARC Site Manager or any other partner agency or individual regarding fraud, waste, abuse, policy violations, discrimination, illegal conduct, unethical conduct, unsafe conduct or any other misconduct.
- f. Act in any manner that is contrary to the best interest of the MARC partner agencies or those seeking assistance.

Certification of Commitment to the Code of Ethics and Conduct

I certify that I have read and understand the Code of Ethics and Conduct for partner agencies and agree to comply with it as well as applicable laws at all times. I affirm that I have no personal, business or financial interest that conflicts or appears to conflict with the best interests of the MARC partner agencies as well as those seeking assistance. I further affirm that the information registering the agency below to participate in the MARC is correct.

At any time during the term of my affiliation with the MARC, should an actual or potential conflict of interest arise between my organization and/or my personal, business, or financial interests and the interests of the MARC, I agree to: (1) disclose promptly the actual or potential conflict to the MARC Site Manager; and (2) abide by the decision of the MARC Site Manager regarding continued participation on the MARC.

After reading these policies, please complete the information below, sign and return this form to the MARC Site Manager.

Organization: _____ **Phone:** _____

Contact Person: _____

Office Phone: _____ **Cell Phone:** _____

Address: _____

Email: _____

Print Name: _____

Signature: _____ **Date:** _____