



## **MIMA Code of Employee Conduct: Employee Relations**

Building on the momentum from our Silver Jubilee anniversary celebrated last July 2018, going forward, employee relations within MIMA remains an important factor for continued success of MIMA. At the heart of employee relations is ethical behaviour. Sound judgment, through actions or words, is therefore a basic element impacting our day-to-day conduct with our peers, subordinates, and superiors.

This version of the MIMA Code of Employee Conduct deals only with one code topic: Employee Relations. The purpose of this code therefore is to state the expectations and provide guidelines on how we as MIMA staff are expected to conduct ourselves in our day-to-day dealings with each other. It is deliberately prescriptive in nature and content; as this document aims to strengthen and develop the workplace culture in MIMA. All MIMA staff may therefore rely upon this code as a form of HR policy to raise relevant concerns any employee may have.

What constitutes acceptable behaviour or conduct may vary between experience, context, and workplace culture. It is therefore impossible to spell out every possible ethical scenario that each and everyone of us may face within MIMA. Nevertheless, this code serves as a documented foundation for a shared MIMA culture; a culture that is based on harmony, care, and respect for each other. At the same time, this code aims to protect all staff against unwarranted conduct or unacceptable behaviour. MIMA staff are therefore expected to conduct themselves in accordance with this code. Over time, a shared culture will realise itself. In the process, this code will help advance the interests of MIMA as whole.

However, this code alone cannot create an ethical MIMA. Ultimately, the shared values sought through this code, and the expected commitment to behave ethically rests on us. The practice and enforcement of this code will therefore be an important compass to navigate MIMA Employee Relations.

This code on Employee Relations complements existing MIMA rules and regulations with regards to proper discipline, attitudes and/or behaviours expected of all MIMA staff.

MIMA may investigate and take appropriate action including disciplinary action where this code or any applicable existing MIMA rules and regulations have been violated; while at all times ensure the rights and interests of the affected staff and MIMA remain protected. The interests of MIMA will shape and determine consequences flowing from any such violation.

Accordingly, through this code on Employee Relations, MIMA staff are expected to:

**A. At the Individual Level**

1. Promote team work and harmony in the work place.
2. Work cooperatively with co-workers especially and staff generally and value their contributions and efforts.
3. Treat co-workers especially and staff generally with respect, courtesy, fairness, and sincerity.
4. Avoid any intimidation or discrimination of co-workers or other staff members.
5. Reject and refrain from any form of inappropriate behaviour in the work place, at the professional as well as interpersonal levels.
6. Execute instructions diligently and speedily within the stipulated timeframe.
7. Act correctly towards superiors, peers, as well as subordinates.
8. Provide timely, complete, and unambiguous information in response to all assigned tasks; seek clarification when needed; avoid any misrepresentation of facts; correct any misunderstanding promptly and amicably.

**B. At the Institutional/Organisational Level**

1. Not undermine any MIMA personnel or the wider interests of MIMA.
2. Observe the hierarchical order in MIMA, in the performance of tasks as well as in inter-personal contacts.
3. Share information and generally assist in furthering the purpose, objectives, and goals of MIMA.
4. Behave in a manner that promotes the image and interests of MIMA.
5. Refrain doing anything that can bring disrepute to MIMA.
6. Support any initiative by MIMA to create a harmonious and mutually supportive working environment.
7. Appreciate and respect the letter, spirit, and purpose of all the above; always mindful that matters within both the Individual and Institutional levels are closely connected and inter-related in practice.

This Code of Employee Conduct will be revised and updated as appropriate to meet the interests of MIMA and any applicable regulatory requirement. Matters and questions arising from this code should, in the first instance, be addressed to the Director of Administration and Finance of MIMA.

**Effective 1 November 2018**