



montrose

Improving lives through evidence and impact

Code of Conduct

April 2022

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AMENDMENT LOG

Issue date	Version no.	Summary of addition or alteration	Initials
October 2018	V1	Code of Conduct first authorised issue	BB
November 2019	V2	Formatting/design updated	GH
January 2021	V3	Date, version number and document number updated New company logo inserted	GH
April 2022	V4	Date, version number and document number updated. Montrose Values and consent for background checks added	BB

1. CODE OF CONDUCT AGREEMENT

The standards of behaviour and code of conduct Montrose expects consultants, subcontractors and employees to observe are outlined in the following Montrose Code of Conduct Agreement.

By working with Montrose, I commit to:

1. Act responsibly and with integrity.
2. Act with the highest level of professionalism and always behave appropriately.
3. Zero tolerance for all sexual misconduct, bullying or abuse of power.
4. Be transparent and accountable.
5. Abide by all Montrose and client specific policies and compliance rules (including child protection, ethical conduct and HSSE plans).
6. Adhere to the laws and policies of the countries in which I work.
7. Never put the name or reputation of Montrose in jeopardy, and always promote a positive organisational culture.
8. Deliver the highest achievable quality and impact during my time with Montrose.

1.1. Expected behaviour

In addition to the Montrose Code of Conduct, I confirm that:

- I will reflect the four Montrose values: People, Quality, Innovation and Responsiveness.
- I am aware of local customs and will act and dress respectfully and appropriately while representing Montrose.
- I consent to background checks necessary for working with Montrose. This may include criminal record checks or additional safety checks when working with children or other vulnerable groups.
- I will not have possession of or use: (a) weapons; and (b) illegal drugs at any time.
- I will not consume any alcohol during working hours.
- Any necessary equipment required to carry out the scope of work are pre-approved by the Montrose Project Manager. This includes all relevant permissions for use of the equipment in the country of work, including importation where relevant.
- I will abide by the Montrose Anti-Bribery and Corruption policy, the Conflict of Interest Policy, including but not limited to the following areas of Ethical Conduct:
 - I will not engage in corruption, bribery and facilitation payments.
 - I will mitigate any conflict of interest, should it arise.
 - I will avoid accepting gifts or hospitality from public officials, contractors or subcontractors.
 - I will declare any gifts or hospitality provided by clients to employees, colleagues, and shareholders.
 - I will not donate gifts or hospitality to public officials and politicians.
 - I will be transparent in all procurement and tendering.
 - I will abide by anti-fraud measures and will ensure financial accountability and at levels, and I will notify my line manager as I become aware of risks and will follow the appropriate procedure to reduce fraudulent practice.
 - I will carry out due diligence on partners and subcontractors to ensure a high standard of work is performed.
 - I am informed of the importance of Information Security on the project and the need for compliance with policies and procedures related to Information Security.
- I will report any activity or conduct that is in breach of this policy to a Montrose Director, and will report any doubts as to whether any Montrose personnel or sub-contractors are acting in breach of this policy or the law.

1.2. Insurance

I confirm that:

- I hold full medical and travel insurance, and I am aware of what my insurance policies cover.¹
- I provided Montrose with a copy of my medical and travel insurance policy.

1.3. General health advice

I confirm that:

- I have sought professional medical confirmation of my occupational health prior to departure and have declared any pre-existing medical conditions or disabilities to the Montrose Project Manager listed in my contract.
- I have informed Montrose of any personal health needs, including allergies, mobility issues and medications.
- I have received the appropriate vaccinations in adequate time before departure to the country in question.
- I have received adequate medical advice prior to the commencement of the contract.
- I will update the Montrose Project Manager if any health issues arise during the contract.

1.4. Travel itinerary and contact details

I confirm that:

- I will ensure the Next of Kin and Proof of Life Form is completed and shared with the Montrose Project Manager at the start of the contract.
- I will not change my itinerary without first consulting the Montrose Project Manager.
- I will carry a copy of my travel itinerary and accommodation details when travelling for a Montrose contract.
- I will keep identification documents secure, have copies of relevant identification documents, and know my passport number and issues date.

1.5. Local travel

I confirm that:

- I will comply with the Journey Management Plan.
- I will only travel during daylight hours and respect the curfew as advised by Montrose for the country and area in question. I will not travel in vehicles which I deem to be unsafe or without adequate safety features such as seatbelts.
- I will not drive vehicles or ride motorbikes.
- I will use a seat belt at all times and abide by the speed limit.
- I will not smoke inside the vehicle.

¹ Apart from South Sudan and Equatorial Guinea where Montrose provides medical insurance.

1.6. Communications

I confirm that:

- I have an unlocked mobile device that will work in the relevant geographical areas in which I am working.
- I will buy a local sim card on arrival and ensure that there is enough credit to cover international calls.
- I have received a Montrose contact list and communications tree.

1.7. Personal security

I confirm that before starting the contracted assignment:

- I will have familiarised myself with the following information:
 - The security and political background of the country in question.
 - The cultural background and standards of social behaviour of areas visiting for example whether I am allowed to take photographs or not.
 - Recent local and international events that may lead to political disturbances in the country in question.
 - The security risks and, in some countries, legalities of taking photographs while on assignment and I will adhere to all ethical standards, seeking consent from anyone featured prior to taking the photograph.
 - The precautionary measures I should take to mitigate personal attack and kidnap e.g. adhering to curfews, not going to place which are unsafe etc.
 - How to respond to potential crises and the likelihood of the risks and disturbances occurring during my travel.
 - Where to receive information on any social and political unrest in the field-work area and I have a means of receiving up-to-date information of this nature as the situation changes.

I confirm that during any contracted field-work:

- I will not talk about politics, religion or other culturally sensitive topics.
- I will take sensible precautions to avoid potentially dangerous situations, avoiding demonstrations, political rallies and large crowds.
- I will be aware of local geography and areas of risk.
- I will be aware of the contact details and location of relevant embassies or consulates while in country, if contracted to work abroad.

In the case of failure to adhere to the Code of Conduct, Montrose will be in position to terminate the contract.