

## **Code of Conduct**

### **Moroccan Youth Council for Diplomacy and International Cooperation (MYCDIC)**

*Effective Date: April 27, 2025*

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#### **1. Introduction**

The Moroccan Youth Council for Diplomacy and International Cooperation (MYCDIC) is dedicated to empowering Moroccan youth to lead in diplomacy and international cooperation. Our mission is grounded in fostering excellence, integrity, and professionalism in all activities, representing Moroccan values on the global stage. This Code of Conduct establishes the ethical and behavioral standards expected of all MYCDIC members, ambassadors, staff, volunteers, and affiliates (collectively referred to as “Members”) to uphold these principles.

This document outlines the responsibilities, expectations, and procedures for ensuring compliance, ensuring that all Members contribute to a respectful, inclusive, and professional environment. Adherence to this Code is mandatory for participation in MYCDIC activities, including events, programs, online interactions, and international engagements.

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#### **2. Scope and Application**

This Code of Conduct applies to all MYCDIC Members, including but not limited to:

- Registered members and youth ambassadors.
- Staff, consultants, and volunteers.
- Partners and affiliates representing MYCDIC in any capacity.

The Code governs behavior in all MYCDIC-related contexts, including:

- In-person and virtual events, meetings, and workshops.
- Online platforms, including social media, email communications, and MYCDIC’s website.
- International delegations, conferences, and diplomatic engagements.
- Any activity or interaction conducted under MYCDIC’s name and logo.

Failure to comply with this Code may result in disciplinary action, including suspension, termination of membership, or other measures as outlined in Section 8.

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### 3. Core Values

All Members are expected to embody MYCDIC's core values:

- **Integrity:** Act with honesty, transparency, and accountability in all interactions.
- **Respect:** Treat others with dignity, valuing diversity in culture, religion, gender, and opinions.
- **Professionalism:** Maintain a high standard of conduct, communication, and representation.
- **Excellence:** Strive for quality and commitment in all MYCDIC activities.
- **Collaboration:** Foster teamwork and mutual support to achieve MYCDIC's mission.

These values guide our actions and ensure that MYCDIC remains a respected voice in global diplomacy.

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### 4. Expected Conduct

Members shall adhere to the following standards in all MYCDIC-related activities:

#### 4.1 Ethical Behavior

- Act in the best interests of MYCDIC, avoiding conflicts of interest or actions that could harm the organization's reputation.
- Refrain from using MYCDIC's name, logo, or resources for personal gain or unauthorized purposes.
- Maintain confidentiality of sensitive information, including internal communications, member data, and strategic plans, unless authorized to disclose.

#### 4.2 Respectful Interactions

- Foster an inclusive environment free from discrimination, harassment, or bullying based on race, ethnicity, gender, religion, sexual orientation, disability, or any other protected characteristic.
- Communicate respectfully, avoiding offensive language, derogatory remarks, or inappropriate behavior.
- Resolve conflicts constructively through dialogue and, if necessary, escalation to MYCDIC leadership.

#### 4.3 Professional Representation

- Represent MYCDIC with professionalism in all settings, including attire, speech, and conduct, especially during international engagements.
- Adhere to diplomatic protocols when participating in official visits, conferences, or events, respecting host country customs and regulations.
- Ensure that all public communications, including social media posts, align with MYCDIC's mission and values (see Section 5.3).

#### **4.4 Compliance with Laws and Regulations**

- Comply with all applicable local, national, and international laws, including those related to human rights, labor, and intellectual property.
  - Adhere to MYCDIC's policies, including this Code, membership guidelines, and event protocols.
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### **5. Specific Guidelines**

#### **5.1 Event Participation**

- Arrive punctually and prepared for all MYCDIC events, workshops, and meetings.
- Follow event-specific protocols, including registration, dress codes, and media interaction guidelines.
- Refrain from disruptive behavior, such as interrupting speakers, using mobile devices inappropriately, or engaging in side conversations.

#### **5.2 International Engagements**

- Respect the cultural, religious, and political sensitivities of host countries during international delegations or events.
- Obtain prior approval from MYCDIC leadership for any public statements or media interactions on behalf of the organization.
- Maintain neutrality and avoid actions that could be perceived as endorsing political parties or controversial causes.

#### **5.3 Social Media and Online Conduct**

- Use social media responsibly, ensuring posts reflect MYCDIC's values and do not misrepresent the organization.
- Avoid sharing unverified information, inflammatory content, or personal opinions that could be mistaken for MYCDIC's official stance.

- Tag MYCDIC only in approved content and obtain permission before posting about internal events or sensitive activities.
- Report any online harassment or misuse of MYCDIC's name to leadership immediately.

#### 5.4 Safety and Well-Being

- Prioritize the safety of yourself and others during MYCDIC activities, following health and safety guidelines.
  - Report any incidents, accidents, or concerns to MYCDIC leadership promptly.
  - Refrain from consuming alcohol or substances during official MYCDIC events unless explicitly permitted by event protocols.
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### 6. Responsibilities of Members

Members are responsible for:

- Familiarizing themselves with this Code and all MYCDIC policies.
- Participating in mandatory training on regulations, protocols, and ethical conduct.
- Reporting violations of this Code to MYCDIC leadership through the designated channels (see Section 7).
- Cooperating fully with any investigations into alleged misconduct.

New members will receive orientation materials and training to ensure understanding of these expectations.

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### 7. Reporting Violations

MYCDIC encourages Members to report violations of this Code promptly and confidentially. The reporting process is as follows:

1. **Submit a Report:** Contact MYCDIC leadership via email at [compliance@mycdic.org](mailto:compliance@mycdic.org) or through the confidential reporting form on the MYCDIC website (available at [www.mycdic.org/report](http://www.mycdic.org/report)).
2. **Provide Details:** Include specific information about the incident, including dates, individuals involved, and any evidence (e.g., screenshots or documents).
3. **Confidentiality:** Reports will be handled discreetly, with the reporter's identity protected to the extent possible.

4. **Non-Retaliation:** MYCDIC prohibits retaliation against individuals who report violations in good faith.

Anonymous reports are accepted but may limit the ability to investigate fully.

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## 8. Enforcement and Disciplinary Actions

Violations of this Code will be investigated promptly and fairly by MYCDIC's Compliance Committee. The process includes:

1. **Investigation:** The Compliance Committee will review the report, gather evidence, and interview relevant parties.
2. **Determination:** If a violation is confirmed, the Committee will recommend appropriate action based on the severity of the misconduct.
3. **Disciplinary Actions :** Possible consequences include:
  - Verbal or written warning.
  - Mandatory retraining or counseling.
  - Suspension from MYCDIC activities or membership.
  - Termination of membership or affiliation.
  - Referral to legal authorities for serious violations (e.g., criminal behavior).
4. **Appeals:** Members may appeal disciplinary decisions by submitting a written request to [compliance@mycdic.org](mailto:compliance@mycdic.org) within 14 days.

All investigations and outcomes will be documented and stored securely.

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## 9. Amendments and Updates

This Code of Conduct may be amended to reflect changes in MYCDIC's mission, policies, or external regulations. Members will be notified of updates via email and the MYCDIC website. The latest version is always available at [www.mycdic.org/documents/code-of-conduct.pdf](http://www.mycdic.org/documents/code-of-conduct.pdf).

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## **10. Acknowledgment**

By participating in MYCDIC activities, Members acknowledge that they have read, understood, and agree to abide by this Code of Conduct. Failure to comply may result in the consequences outlined in Section 8.

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### **Contact Information**

For questions or concerns about this Code, please contact:

#### **Moroccan Youth Council for Diplomacy and International Cooperation**

- **Email:** [contact@mycdic.org](mailto:contact@mycdic.org)
  - **Phone:** +34 6 14 14 48 14
  - **Website:** [www.mycdic.org](http://www.mycdic.org)
  - **Address:** Rabat, Morocco
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*Approved by the MYCDIC Leadership Council on April 27, 2025.*