

## **Compliance and Enforcement Policy**

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

*Effective Date: April 27, 2025*

---

#### **1. Introduction**

The Moroccan Youth Council for Diplomacy and International Cooperation (MYCDIC) is dedicated to fostering excellence, integrity, and professionalism in youth diplomacy and international cooperation. To uphold these values, MYCDIC enforces strict compliance with its policies, including the Code of Conduct, Diplomatic Protocols, Membership Guidelines, Event Protocols, and Social Media Policy. This Compliance and Enforcement Policy outlines the processes for monitoring adherence, reporting violations, investigating allegations, and implementing disciplinary actions.

This policy ensures that all MYCDIC members, ambassadors, staff, volunteers, and affiliates (collectively referred to as “Representatives”) maintain the organization’s standards, protecting its reputation and mission. It promotes a transparent, fair, and confidential approach to compliance and enforcement.

---

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

This policy applies to:

- All MYCDIC Representatives, including those involved in events, programs, or online activities.
- Violations of MYCDIC policies, including but not limited to:
  - Code of Conduct (<https://mycdic.org/documents/code-of-conduct.pdf>).
  - Diplomatic Protocols (<https://mycdic.org/documents/diplomatic-protocols.pdf>).
  - Membership Guidelines (<https://mycdic.org/documents/membership-guidelines.pdf>).
  - Event Protocols (<https://mycdic.org/documents/event-protocols.pdf>).
  - Social Media Policy (<https://mycdic.org/documents/social-media-policy.pdf>).

The policy covers activities conducted in-person, virtually, or online, whether in Morocco or internationally, that are associated with MYCDIC.

---

### 3. Objectives

The Compliance and Enforcement Policy aims to:

- Ensure adherence to MYCDIC's policies and ethical standards.
  - Provide a fair and transparent process for reporting and addressing violations.
  - Protect MYCDIC's reputation and the well-being of its community.
  - Foster accountability and continuous improvement among Representatives.
- 

### 4. General Principles

Compliance and enforcement activities are guided by the following principles:

- **Fairness:** Investigations and disciplinary actions are conducted impartially, with respect for all parties.
  - **Confidentiality:** Reports and investigations are handled discreetly to protect privacy.
  - **Non-Retaliation:** MYCDIC prohibits retaliation against individuals reporting violations in good faith.
  - **Transparency:** Processes and outcomes are communicated clearly, subject to confidentiality requirements.
  - **Proportionality:** Disciplinary actions are commensurate with the severity of the violation.
- 

### 5. Compliance Monitoring

#### 5.1 Oversight

- **Compliance Committee:** A dedicated MYCDIC Compliance Committee, appointed by the Leadership Council, oversees policy adherence. The Committee includes representatives from membership, communications, and leadership teams.
- **Regular Audits:** The Committee conducts periodic reviews of events, social media, and member activities to ensure compliance.
- **Training:** All Representatives must complete mandatory training on MYCDIC policies, with refresher courses annually or as needed.

## 5.2 Proactive Measures

- **Policy Accessibility:** All policies are available at <https://mycdic.org/documents> and provided during onboarding.
  - **Monitoring Tools:** The Communications Team monitors official social media accounts and public references to MYCDIC.
  - **Feedback Channels:** Representatives are encouraged to provide feedback on policies via [compliance@mycdic.org](mailto:compliance@mycdic.org) to improve compliance.
- 

## 6. Reporting Violations

### 6.1 Reporting Process

- **How to Report:** Submit concerns via:
  - Email to [compliance@mycdic.org](mailto:compliance@mycdic.org).
  - Confidential online form at <https://mycdic.org/report>.
- **Required Information:** Include:
  - Description of the violation (e.g., policy breached, date, location).
  - Names of individuals involved (if known).
  - Supporting evidence (e.g., screenshots, documents, witness statements).
- **Anonymity:** Anonymous reports are accepted, though providing contact details may aid investigations.
- **Confidentiality:** Reporter identities and report details are protected, shared only with the Compliance Committee and necessary investigators.

### 6.2 Non-Retaliation

- MYCDIC strictly prohibits retaliation (e.g., harassment, exclusion) against individuals reporting violations or participating in investigations. Retaliation is itself a violation and subject to disciplinary action.

### 6.3 Timeliness

- Reports should be submitted as soon as possible, ideally within 30 days of the incident, to ensure effective investigation.
- 

## 7. Investigation Process

## 7.1 Initiation

- **Receipt:** The Compliance Committee acknowledges receipt of reports within 48 hours via email or the reporting platform.
- **Preliminary Review:** The Committee assesses the report to determine if it warrants investigation, based on credibility and relevance to MYCDIC policies.

## 7.2 Investigation

- **Assignment:** The Committee assigns an impartial investigator or panel, excluding individuals with conflicts of interest.
- **Evidence Collection:** Investigators gather evidence, including interviews with the reporter, accused, and witnesses, and review of documents or media.
- **Timeline:** Investigations are completed within 30 days, unless complex cases require extension (notified to relevant parties).
- **Confidentiality:** All parties are required to maintain confidentiality during the investigation.

## 7.3 Findings

- **Report:** Investigators submit a report to the Compliance Committee, detailing findings and recommended actions.
- **Determination:** The Committee determines whether a violation occurred, based on a preponderance of evidence.

---

## 8. Disciplinary Actions

If a violation is confirmed, the Compliance Committee recommends actions proportionate to the severity of the offense, including:

- **Verbal Warning:** For minor infractions, with guidance on corrective behavior.
- **Written Warning:** Formal documentation of the violation, with a compliance plan.
- **Mandatory Retraining:** Completion of additional training on relevant policies.
- **Suspension:** Temporary removal from MYCDIC activities or membership (e.g., 1–6 months).
- **Termination:** Permanent revocation of membership or affiliation for serious or repeated violations.

- **Legal Referral:** Referral to authorities for criminal or severe violations (e.g., harassment, fraud).

Disciplinary actions are communicated in writing to the individual, with reasons and appeal options.

---

## 9. Appeals Process

- **Eligibility:** Individuals subject to disciplinary actions may appeal within 14 days of notification.
  - **Submission:** Submit a written appeal to [compliance@mycdic.org](mailto:compliance@mycdic.org), detailing grounds for the appeal (e.g., procedural errors, new evidence).
  - **Review:** An independent Appeals Panel, appointed by the Leadership Council, reviews the case within 30 days.
  - **Outcome:** The panel may uphold, modify, or overturn the decision. Outcomes are final and communicated in writing.
- 

## 10. Documentation and Reporting

- **Records:** All reports, investigations, and outcomes are documented securely, with access restricted to the Compliance Committee and Leadership Council.
  - **Annual Report:** The Committee publishes an anonymized summary of compliance activities (e.g., number of reports, types of violations) to promote transparency, available at <https://mycdic.org/compliance>.
  - **Data Protection:** Personal data is handled in accordance with MYCDIC's Privacy Policy and applicable laws.
- 

## 11. Training and Support

- **Compliance Training:** Included in onboarding and annual refreshers, covering reporting procedures and policy adherence.
  - **Support Resources:** Access guidance via <https://mycdic.org/resources> or contact [compliance@mycdic.org](mailto:compliance@mycdic.org) for assistance.
  - **Whistleblower Support:** MYCDIC provides resources for reporters facing retaliation or distress, including confidential counseling referrals.
-

## 12. Amendments

This Compliance and Enforcement Policy may be updated to reflect changes in MYCDIC's operations or legal requirements. Representatives will be notified via email and the MYCDIC website. The latest version is available at <https://mycdic.org/documents/compliance-enforcement.pdf>.

---

## 13. Acknowledgment

By participating in MYCDIC activities, Representatives acknowledge their responsibility to adhere to this policy and report violations. Non-compliance may result in disciplinary measures, as outlined herein.

---

## Contact Information

For inquiries about compliance or to report violations, contact:

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

- **Email:** [contact@mycdic.org](mailto:contact@mycdic.org)
  - **Phone:** +34 6 14 14 48 14
  - **Website:** <https://mycdic.org>
  - **Address:** Rabat, Morocco
- 

*Approved by the MYCDIC Leadership Council on April 27, 2025.*