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Code of Conduct

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MOROCCAN YOUTH COUNCIL FOR DIPLOMATIC AND INTERNATIONAL COOPERATION

GENERAL SECRETARIAT / CONTROLLED PUBLIC POLICY

Code of Conduct

INSTITUTIONAL POLICY AND GOVERNANCE DOCUMENT

Effective date	27 April 2025
Document status	In force / controlled public edition
Institutional owner	General Secretariat of MYCDIC
Reference note	Official 2025 institutional edition - controlled maintenance

Institutional effect. This document governs conduct and internal institutional practice within its scope. It does not create diplomatic status, public authority, employment, contractual rights, or authority to bind MYCDIC unless a separate approved instrument expressly provides otherwise.

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1. Purpose and institutional scope

This Code of Conduct sets the minimum standards applicable to MYCDIC members, Youth Ambassadors, office-holders, staff, volunteers, delegates, authorized account users and other persons acting under the Council's name within the scope described in this document.

The policy protects both the Council and the individuals who serve it by clarifying authority, expected conduct, decision controls, evidence standards and the separation between institutional roles and personal activity.

2. Existing policy framework

1 Introduction

The Moroccan Youth Council for Diplomatic 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, MYCDIC Youth 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.

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.

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).

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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.

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.

7 Reporting Violations

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

Submit a Report: Contact MYCDIC leadership via email at compliance@mycdic.org or through the confidential reporting form on the MYCDIC website (available at www.mycdic.org/contact.html).

Provide Details: Include specific information about the incident, including dates, individuals involved, and any evidence (e.g., screenshots or documents).

Confidentiality: Reports will be handled discreetly, with the reporter's identity protected to the extent possible.

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.

8 Enforcement and Disciplinary Actions

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

Investigation: The Compliance Committee will review the report, gather evidence, and interview relevant parties.

Determination: If a violation is confirmed, the Committee will recommend appropriate action based on the severity of the misconduct.

Disciplinary Actions : Possible consequences include:

Verbal or written warning.

Mandatory retraining or counseling.

Suspension from MYCDIC activities or membership.

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Termination of membership or affiliation.

Referral to legal authorities for serious violations (e.g., criminal behavior).

Appeals: Members may appeal disciplinary decisions by submitting a written request to compliance@mycdic.org within 14 days.

All investigations and outcomes will be documented and stored securely.

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.

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.

Contact Information

For questions or concerns about this Code, please contact:
Moroccan Youth Council for Diplomatic and International Cooperation

Email: contact@mycdic.org

Phone: +34 6 14 14 48 14

Website: www.mycdic.org

Headquarters: Madrid, Spain | National Coordinating Office: Rabat, Morocco | International Office: Brussels, Belgium | Spanish NIF: G75872663

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

Enhanced institutional safeguards

The following provisions strengthen the operational reading of this policy and apply together with the preceding rules.

Authority and representation controls

No member, ambassador, office-holder, volunteer, partner or contractor may bind MYCDIC, make commitments in its name, issue credentials, promise funding, accept legal obligations, or present personal views as an institutional position unless the authority is documented and current.

Titles, badges, cards, email addresses and public profiles evidence only the status shown in the live MYCDIC record. They must not be used to imply diplomatic immunity, governmental authority,

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consular powers, state accreditation or any status not expressly granted by the competent authority.

Conflict of interest, gifts and improper advantage

Covered persons must disclose actual, potential and perceived conflicts before participating in a decision, procurement, selection, partnership, evaluation, disciplinary matter or financial transaction.

Bribes, facilitation payments, secret commissions, kickbacks and any improper advantage are prohibited. Gifts or hospitality that could reasonably influence judgment must be declined or declared under the applicable approval process.

Information security and institutional records

Confidential, personal, financial, security, credential, investigation and unpublished strategic information must be handled only through approved systems and shared on a need-to-know basis.

Official records must not be altered, fabricated, backdated, selectively deleted or moved to personal accounts to evade oversight. Where a controlled register exists, the live register prevails over screenshots, forwarded files or private copies.

Safeguarding and non-retaliation

Harassment, intimidation, exploitation, coercion, discrimination, sexual misconduct, abuse of authority and retaliation against a person who raises a concern in good faith are prohibited.

Where safety, safeguarding, evidence preservation or institutional integrity requires it, MYCDIC may apply proportionate interim measures without treating those measures as a final finding.

Interpretation and hierarchy

This policy must be read with the statutes, internal regulations, approved decisions, privacy rules, safeguarding controls and other applicable MYCDIC instruments. Applicable law always prevails where it imposes a higher or mandatory standard.

If two internal rules conflict, the competent governance body determines the controlling rule, taking account of legal hierarchy, date, scope and the specific decision involved.

Institutional loyalty and responsible dissent

Members must protect the Council from fraud, misuse, reputational manipulation and unauthorized representation while retaining the right to raise genuine concerns through protected channels. Internal disagreement must not be converted into false public claims or misuse of confidential information.

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Public statements and political neutrality

Institutional platforms may support public-interest dialogue and policy literacy, but representatives must not use MYCDIC titles or resources to endorse a party, candidate or partisan campaign unless a formally approved institutional decision clearly authorizes a lawful activity.

Digital conduct and identity

Passwords, access codes, MFA credentials, member files and administrative access are personal security responsibilities. Credential sharing, bypassing access controls, impersonation, scraping protected data or attempting to gain permissions beyond one's role is misconduct.

Disciplinary consequences

Possible measures include guidance, corrective training, written warning, restriction of duties, temporary suspension, withdrawal of access, removal from an assignment, termination of membership or referral to a competent authority where required by law. Measures must be proportionate to risk, evidence and seriousness.

Accountability, records and continuing obligations

A person who leaves a role remains responsible for confidentiality, return of Council property, non-misuse of credentials and cooperation with legitimate record-preservation or investigation requirements concerning activity during their mandate.

MYCDIC may amend procedures, forms and technical controls without changing the underlying effective date of this institutional edition, provided that substantive policy amendments are approved through the competent governance process.

Acknowledgement

Participation in MYCDIC activities constitutes a duty to read and comply with the instruments applicable to the relevant role. Where acknowledgement is required, electronic acceptance, signed forms, onboarding records or controlled administrative logs may be used as evidence of receipt.

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Institutional Application Annex

DOCUMENT

Code Of Conduct

INSTITUTIONAL USE NOTE

This annex expands how the existing controlled document should be applied within MYCDIC. It does not silently replace the core text. Where the underlying document contains legal, statutory, registration, appointment or other authoritative wording, that original wording remains controlling unless a separately approved instrument expressly amends it.

Operational principles

Authority & scope

Use the document only within the mandate, office, programme or activity to which it actually applies. No publication or title may be read as conferring diplomatic, governmental or legal authority that MYCDIC does not possess.

Decision records

Material approvals, delegations, exceptions and risk decisions should be traceable to an authorized office, a dated record and an identifiable institutional reference.

Integrity & safeguarding

Apply conflict-of-interest, confidentiality, dignity, anti-harassment, data minimization and safeguarding standards proportionately to the activity and the people involved.

Public communication

External statements, branding, media activity and partner references should be accurate, reviewable and consistent with approved institutional positions and published records.

Category-specific implementation expectations

- Concerns should be triaged by seriousness, safeguarding impact, legal sensitivity, conflicts of interest and immediate risk rather than by seniority or visibility.
- Fact-finding should distinguish allegation, evidence, response and decision, while limiting disclosure to people with a legitimate need to know.
- Interim safeguards may be used where proportionate, but should not be presented as final findings before review is complete.
- Decisions should identify the applicable rule, relevant evidence, reasoning, authorized decision-maker and any corrective or follow-up action.
- Retaliation against good-faith reporting or participation in review processes should be treated as an integrity concern in its own right.
- Records should support accountability while respecting confidentiality, data minimization and the rights of affected persons.

Control, Review & Digital Validation

Governance lifecycle

1

Apply

Use the document in the approved institutional context and identify the responsible office or role.

2

Record

Keep proportionate evidence of significant approvals, decisions, incidents, exceptions and outcomes.

3

Review

Reassess the document when law, institutional structure, risk, technology, mandate or operating practice materially changes.

4

Publish

Where publication is appropriate, expose only the public version and keep sensitive operational records separated.

Evidence and institutional recordkeeping

A controlled MYCDIC record should identify the applicable document version, decision owner where relevant, date, affected programme or office, and any evidence necessary to demonstrate responsible implementation. Public records must not disclose confidential personal data, private applicant material, security credentials, or information whose publication would create unnecessary risk.

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