Marine Habitat Preservation of the Philippines Inc.
SEC Reg. No. CN201506332
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marineconservationphilippines.org

Code of Conduct

Marine Habitat Preservation of the Philippines Inc. (Marine Conservation Philippines)

Version	1.0
Adopted	October 2026
Next scheduled review	October 2028 at the latest
Policy owners	Kiri Simons and Jason Matthews, General Managers

1. Who This Code Applies To

This code applies to everyone who works or stays with Marine Conservation Philippines (MCP): Board members, staff, interns, scholars and volunteers. It covers time on base, at sea, in the communities where we work, while travelling for MCP and online. It also covers your free time, where what you do affects people connected with our work.

This code sets out how we treat each other and the places where we work. Each section links to the full policy behind it for anyone who wants the detail. Staff, scholars and Board members follow the full policies as part of their role. Volunteers and interns agree to follow this code only. Everyone signs the code either before or when they arrive.

2. Respect and Inclusion

We treat everyone with respect, whatever their role, background or nationality. This includes each other, community members, partners, government trainees and visitors.

- Do not bully, threaten, shout at or humiliate anyone, in person or online.
- Do not discriminate because of sex, gender identity or expression, sexual orientation, ethnicity, nationality, religion, disability, age or similar characteristics.
- Everyone gets the same chance to learn, take part and be heard.

Full policy: Safeguarding and Anti-Harassment Policy

3. Harassment, Exploitation and Positions of Trust

MCP has zero tolerance for sexual harassment, exploitation and abuse.

- No sexual harassment, in person or online. What matters is its effect on the other person, not whether it was meant as a joke.
- Never offer or ask for money, work, a course sign-off, a certification, a scholarship or any favour in return for sex.
- Never use your role at MCP to get money, gifts, favours or sex from someone who depends on you or on MCP.
- Never pay for sex while living on base or in housing MCP provides, or while travelling for MCP, on or off duty.

Consent must be freely given and can be withdrawn at any time. Someone who is asleep, unconscious or too drunk to decide cannot give consent.

Full policy: Safeguarding and Anti-Harassment Policy

4. Children

Anyone under 18 is a child, and their safety comes first in all our work with them. The standards below apply on and off duty.

- Volunteers and interns always work alongside MCP staff in activities with children and are never left alone with them.
- No sexual activity with anyone under 18, regardless of the local age of consent or how old you believe them to be.
- Never hit, threaten or humiliate a child, or ask a child for any favour.
- Do not post photos of children you meet through our work on your own social media.
- Contact a child online or by phone only with their parent's or guardian's knowledge and consent.

Full policy: Child Protection Policy

5. Honesty and Integrity

MCP has zero tolerance for fraud, bribery and corruption.

- Never offer, give, ask for or accept anything of value to influence a decision, whether it involves a public official or anyone else.
- Tips and thank-you gifts to staff are a private matter.

Full policy: Anti-Fraud, Anti-Corruption and Anti-Money Laundering Policy

6. Communities, Culture and Fair Work

Many of our team live in, or grew up in, the communities where we work. Those joining us from elsewhere are guests here and should behave accordingly.

- Respect local culture and customs, and treat people in the communities with courtesy.
- Wear clothes that cover your shoulders in the community. A T-shirt is fine. On base, please dress with respect for local culture, and avoid wearing anything that could be considered overly revealing. If a staff member asks you to cover up, please do so.
- Follow Philippine law wherever you are.
- Volunteers never replace paid local jobs. We pay our staff fairly and never hold on to anyone's passport or documents, unless asked to do so for safekeeping.

Full policies: Ethical Volunteering Policy and Anti-Slavery and Labour Standards Policy

7. The Reef and the Environment

We protect reefs and mangroves, so we try to keep our own footprint light.

- Follow the Green Fins Code of Conduct when diving. Keep contact with the reef to what our work requires, such as laying a transect line, removing crown-of-thorns starfish or collecting litter, and only as you were trained.
- Never take shells, coral or marine life, and follow the rules of every Marine Protected Area we dive in.
- Sort your waste on base, and do not waste water or power. Switch off lights, A/C units and fans when they are not needed, or when you are the last to leave a room.

Full policy: Environmental Policy

8. Safety

Everyone’s safety comes before survey data or any other task.

- Follow dive briefings and staff instructions, and dive only within your training and certification limits.
- Tell a staff member if you feel unwell or unsure about a dive. Sitting a dive out is always fine.
- Do not drive a motorbike yourself while you are with us. Buses, tricycles and taxi vans will get you wherever you need to go.

More on our safety page

9. Alcohol, Drugs and Life on Base

We live and work closely together, so we look out for one another.

- A drink in the evening is fine in moderation, but never dive or work under the influence of alcohol.
- MCP has zero tolerance for illegal drugs.
- Respect other people’s rest and space. Loud, drunken behaviour that disturbs others is not acceptable.
- Everyone takes a turn in the kitchen and around base.

More on our expectations page

10. Privacy, Photos and Social Media

You are welcome to share your experience with us online, provided you respect the people involved.

- Ask before photographing people who are not part of MCP, such as community members, and accept a no.
- Never take, share or post intimate or degrading images of anyone, or any image against the wishes of the person shown.
- Keep other people’s personal information private, and use information you handle for MCP only for MCP’s work.
- Check with a General Manager before speaking to the press on MCP’s behalf.

Full policy: Privacy Policy

11. Speaking Up

If something is not right, tell us. You do not need proof, just a genuine concern, and you can raise it anonymously. Staff, interns and volunteers must report any concern about sexual exploitation or abuse, or about a child’s safety, straight away.

If someone tells you about a concern, do not look into it yourself, do not confront the person involved, and do not promise to keep it secret. Pass it on to our General Managers or a staff member you trust.

Most concerns	A General Manager, Kiri Simons or Jason Matthews, or team@mcp.email and +63 969 484 7382 (WhatsApp)
A child’s safety	Protection Officer Jason Matthews (jason@mcp.email) or Deputy Protection Officer Magnus Midtjord (magnus@mcp.email)
Our management	magnus@mcp.email. Concerns about a director go to another director or a Board member.
Someone in immediate danger	Call 911 and alert the nearest staff member. For a child, Bantay Bata 163 can also help.

No one will be punished or disadvantaged for raising a concern in good faith. Retaliating against anyone who raises a concern or helps with an investigation is a serious breach of this code, and so is knowingly making a false report.

Full policy: Grievance Mechanism

12. If the Code Is Broken

We listen to everyone involved before making a decision, and our response reflects the seriousness of the breach.

- Staff: a warning, suspension or dismissal, following due process under the Labor Code.
- Interns, scholars and volunteers: a warning or an end to their stay or scholarship.

Possible crimes may be referred to the police.

Declaration

I have read this Code of Conduct and agree to follow it. I understand that breaking it can end my employment, placement or stay with MCP.

Name (printed)	Role	Date	Signature