



Manna Project International

Communities Serving Communities

MPI Organization-wide Policies 2023-2024

This document lays out the MPI-Ecuador organizational policies for Program Directors and staff. Violation of any of the policies below could be grounds for terminating a person's contract with MPI.

These policies are based around three guidelines:

- **Safety.** At MPI, we take the personal safety of our volunteers, staff and community members seriously, as well as the safety of our organization.
- **Work.** Any actions that prevent a team member from giving 100% effort to his or her service hampers our efforts as an organization.
- **Reputation.** So much of MPI's work depends on the reputation MPI has earned in the communities where we serve.

Code of Conduct

You are about to embark on a service / work experience that will challenge you physically, mentally and emotionally. You will encounter unceasing days, immense poverty, temperamental weather, 'interesting' food, and any other number of unexpected ups and downs. You will face these all without the familiar creature comforts and luxuries of home. This list of expectations will help prepare you for the MPI experience, to perhaps lessen the shock for you upon arrival. It is important that you understand what this type of venture entails in order to ensure not only your satisfaction, but your productivity in the program.

Please read and check off the boxes to agree with each statement.

- I will open myself up to new experiences and people.
- I will strive to continuously improve MPI's positive impact in our target communities.
- I will make every attempt to improve my Spanish skills and use them regularly.
- I will be passionate and patient in daily roles understanding that community development takes time.
- I will ask questions, challenge myself and others, and seek out inventive solutions to complex problems.
- I will participate in group discussions, debriefing sessions and community meetings.
- I will be a team player, active participant and spirited leader on the MPI team.
- I will respect and support my fellow Program Coordinators, Program Directors, MPI staff, as well as the short-term volunteers.
- I will respect and adhere to MPI's rules and regulations and encourage others to do the same.
- I will make every effort to conduct myself in a dignified and responsible manner, dressing appropriately and abstaining from alcohol while in the community.
- I will not take illegal drugs.
- I will not engage in any activities that will endanger my or anyone else's physical, emotional or spiritual well-being.
- I will respect the property of others within the Manna house.
- I will find an effective outlet when I am frustrated and share concerns with my supervisor.
- I will arrive on site enthusiastic and ready to embark on the next 5-13 incredible months of my life!



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Communication

Site or Country Directors are the primary supervisor for all inquiries by Program Directors and Program Coordinators. Program Directors also may support Program Coordinators, but all communication must be reported to Site or Country Directors. Unless otherwise stated, PDs and PCs should contact their supervisor and wait for a response prior to contacting other staff members. If PDs or PCs are instructed to contact other staff members or individuals, the supervisor should be cc'ed on all correspondences to keep them informed. Please respond to all emails within 3 business days. In the case of an emergency, PDs and PCs must be in contact with their supervisor. PDs and PCs must maintain an active local mobile phone during their time with MPI.

Vacation, Traveling and Holidays

In addition to the three-week winter vacation (mid-December - early January) for on-site personnel, all staff are allowed paid vacation, while PDs and PCs are allowed 1 vacation day per month of service. All staff, PDs, and PCs are given days off on ten national holidays that are predetermined by their supervisor. All vacation days, with the exception of emergencies, should be requested, in writing, at least 14 days in advance or earlier if possible. Please also inform the supervisor and other relevant personnel when you hope to have visitors.

When traveling or spending the night outside of Shandia, PDs must email this [Travel Form](#) in advance to the supervisor notifying of their destination, travel dates, and transportation and lodging details. When the PD or PC arrives at the designated location, they should send a message to the supervisor informing of their safe arrival, and then send another message to the supervisor when they return to the Manna House or chosen domicile informing of their return.

To protect staff and volunteer safety, and MPI's liability, staff and volunteers are prohibited from travelling to locations on [MPI's Do Not Travel List](#), which is based on the US State Department's [Do Not Travel list](#). Such areas are considered unsafe due to risk of crime, natural disasters, violence and other reasons. Additional locations may be added to MPI's Do Not Travel List by MPI's staff or Board based on unexpected safety or security concerns that may arise.

Political Participation

MPI is a non-partisan organization that is prohibited by law from engaging in political activity in the U.S., Ecuador, and all other countries. Due to their official affiliation with MPI in Ecuador, volunteers and foreign staff are prohibited from engaging in political activity during work or personal time in Ecuador, for the duration of their MPI contract. Such activities can jeopardize the legal status of MPI and visa opportunities for current and future volunteers and foreign staff. Thus, MPI requires foreign staff and volunteers to:

1. Avoid participating in any political activity in Ecuador (Ecuadorian citizens may do so on their personal time).
2. Avoid any form of MPI representation in Ecuador, the U.S., or other countries at political events (if volunteers attend a political event outside of Ecuador, they may not do so as a representative of MPI and may not wear MPI paraphernalia or discuss MPI at the event).

Program Metrics

On-site personnel are required to keep thorough updates and record metrics for their programs. Individual metrics are recorded on a weekly basis and program metrics are recorded on a monthly basis. Narrative program updates are submitted 3 times per year corresponding to trimesters of Sept-Dec,



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Jan-April, and May-July.

Performance Evaluation

Each PD, PC, & staffer will receive ongoing performance feedback during the course of their employment, including a midpoint and final formal evaluation.

Dating Community Members

To protect our integrity and reputation in the communities we serve, MPI prohibits that MPI Staff, PDs, PCs, and short-term volunteers/interns date or form sexual relationships with community members (locals participating in MPI programs). Supervisors may not date their supervisees.

Drinking with Community Members and Alcohol Usage

MPI Staff, PDs, PCs, and short-term volunteers/interns are prohibited from drinking alcohol with community members (locals participating in MPI programs). Public alcohol consumption is prohibited while wearing Manna gear. Any excess or irresponsible use of alcohol could lead to termination of the contract as determined by the supervisor.

Illegal Drugs

Ecuador has very strict and conservative drug laws. This includes non-psychoactive cannabinoid substances like CBD and all marijuana products regardless of the legal status in your state of origin. All hallucinogens, both synthetic and plant-based, are strictly forbidden. Staff and volunteers may not bring, possess or use any illegal drugs in Ecuador. This includes medical use, which could still incur severe legal penalties.

Note ayahuasca and other herbal hallucinogens are very popular for tourists, despite being illegal and are not allowed whilst under contract with MPI.

Fraternization

Staff, PDs, and PCs are prohibited from dating or having sexual relationships with short-term volunteers/interns.

Motorcycle

Volunteers are prohibited from riding a motorcycle or scooter, as a driver or passenger.

Construction Projects

Volunteers are prohibited from participating in construction projects in the community unless they have first received the proper training from those overseeing the project to be able to safely carry out the task at hand. Volunteers are also required to always use appropriate safety equipment/apparel when assisting with construction.

MPI Property

Staff and volunteers are responsible for the care and protection of MPI property including but not limited to cell phones, cameras, computers, projectors, etc. Lost, stolen or damaged property must be repaired or replaced at the cost of the responsible person(s).

MPI House Guests

Guests and visitors staying at the Manna house will pay \$15/night (\$8 w/o food) (\$10/night for MPI alumni or \$5 w/o food). If a guest does not pay by the end of the month they stayed at the house, it becomes the financial responsibility of the hosting staff or volunteer. Prior to having a guest at the house, the hosting staff or volunteer must first check with all other members of the group, as well as provide notice in writing to the supervisor at least 14 days in advance.



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MPI Finances

Staff & volunteers will be responsible for overseeing living and program finances. This includes turning in all receipts and ensuring income and expense variances are in accordance with standard accounting practices. If staff or volunteers are unable to account for MPI money that was in their possession and/or responsibility, the responsible person will be asked to repay the unaccounted for amount.

Confidentiality

Staff & volunteers agree to all common-law understandings of confidentiality, including full confidentiality regarding all MPI staff and MPI volunteers, their application process, health information, and personal life while they are volunteering with us; all financial matters of the organization and individual volunteers; and any and all other internal communications to the organization. If there is any doubt as to whether a specific piece of information can be shared publicly, the Executive Director should be asked.

Document Retention Procedures & Policy

Staff & volunteers must use their mannaproject.org email addresses for all organizational business and correspondence. In accordance with MPI's Document Retention Policy, shown below, and to maintain full compliance of data protection laws, MPI staff & volunteers must save and archive all email records. Archiving all emails also ensures that information can be easily referenced as needed.

MANNA PROJECT INTERNATIONAL DOCUMENT RETENTION POLICY

ARTICLE I PURPOSE

The purposes of this document retention policy are for Manna Project International ("MPI") to enhance compliance with the Sarbanes-Oxley Act and to promote the proper treatment of corporate records of MPI.

ARTICLE II POLICY

Section 1. General Guidelines. Records should not be kept if they are no longer needed for the operation of the business or required by law. Unnecessary records should be eliminated from the files. A mass of records makes it more difficult to find pertinent records.

From time to time, MPI may establish retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that warrant special consideration are identified below. While minimum retention periods are established, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention, as well as the exception for litigation relevant documents and any other pertinent factors.



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Section 2. Exception for Litigation Relevant Documents. MPI expects all officers, directors, and employees to comply fully with any published records retention or destruction policies and schedules, provided that all officers, directors, and employees should note the following general exception to any stated destruction schedule: If you believe, or MPI informs you, that MPI records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until it is determined that the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records.

Section 3. Minimum Retention Periods for Specific Categories.

(a) Organizational Documents. Organizational records include MPI's articles of incorporation, by-laws and IRS Form 1023, Application for Exemption. Organizational records should be retained permanently. IRS regulations require that the Form 1023 be available for public inspection upon request.

(b) Tax Records. Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of contributions made by donors, accounting procedures, and other documents concerning MPI's revenues. Tax records should be retained for at least seven years from the date of filing the applicable return.

(c) Employment Records/Personnel Records. State and federal statutes require MPI to keep certain recruitment, employment and personnel information. MPI should also keep personnel files that reflect performance reviews and any complaints brought against MPI or individual employees under applicable state and federal statutes. MPI should also keep in the employee's personnel file all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel. Employment applications should be retained for three years. Other employment and personnel records should be retained for seven years.

(d) Board and Board Committee Materials. Meeting minutes should be retained in perpetuity.

(e) Legal Files. Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten years.

(f) Contracts. Final, execution copies of all contracts entered into by MPI should be retained. MPI should retain copies of the final contracts for three years beyond the life of the agreement.

(g) Banking and Accounting. Accounts payable ledgers and schedules should be kept for seven years. Bank reconciliations, bank statements, deposit slips and checks (unless for important payments and purchases) should be kept for three years. Any invoices should be kept for seven years.

(h) Audit Records. External audit reports should be kept permanently. Internal audit reports should be kept for three years.

Nondiscrimination Policy

MPI upholds inclusiveness, diversity, and equal opportunity as foundational values for our Personnel policies, procedures and practices; thereby prohibiting discrimination on the basis of race, color, religious



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creed, disability, ancestry, national origin, age, sex, sexual orientation, or military/national guard status.

Employment and volunteer opportunities shall be provided for applicants with disabilities and reasonable accommodation(s) shall be made to meet the physical or mental limitations of qualified applicants or employees.

We hold firm to the idea that communities are made stronger when the gifts of *all* people are respected, embraced and maximized to build healthier communities.

Whistle Blower Policy

If any employee or volunteer reasonably believes that some policy, practice or activity of Manna Project International is in violation of law, a written complaint must be filed by that employee with the Executive Director or the Board Chair.

It is the intent of MPI to adhere to all laws and regulations that apply to it and the underlying purpose of this policy is to support MPI's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy or practice to the attention of MPI and provides MPI with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

MPI will not retaliate against an employee or volunteer who in good faith has made a protest or raised a complaint against some practice of MPI, or of another individual or entity with whom MPI has a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

MPI will not retaliate against employees or volunteers who disclose or threaten to disclose to a supervisor or a public body, any activity, policy or practice of MPI that the employee reasonably believes is in violation of law or is unethical conduct.

In agreement:

I have read, understand and will abide by the MPI Organizational policies. I understand that any violations of these organizational policies could result in termination of my contract with MPI.

Print Name

Volunteer or Employee Signature



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Date