



M31 RESEARCH
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M31 RESEARCH • POLICY DOCUMENT

CONSULTANT'S CODE OF CONDUCT

The standards of professional and ethical conduct expected of M31 Research consultants and associates

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POL-008

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Document Summary

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Contents

	Document Summary	2
	1. Purpose	3
	2. Scope	3
	3. Definitions	3
	4. Policy Statement	4
	5. Roles & Responsibilities	4
	6. Procedures	5
	7. Compliance & Monitoring	5
	8. Related Documents	5
	9. Review	5
	10. Contact	6



1. Purpose

This code sets out the standards of professional, ethical, and personal conduct that M31 Research requires of the consultants and associates it engages. It exists to protect research participants, communities, clients, and M31 Research's reputation, to ensure integrity and quality in every engagement, and to make clear the behaviour expected of everyone who works in M31 Research's name.



2. Scope

This code applies to all consultants and associates engaged by M31 Research, for the full duration of their engagement and in every location and country in which they represent or deliver work for M31 Research. The table below summarises who and what it covers.

Applies to	Does not apply to
All consultants, associates, sub-contracted experts, enumerators, and any individual engaged by M31 Research to deliver work, throughout their engagement.	M31 Research employees, who are covered by the staff Code of Conduct and HR policies, although the standards are consistent. Purely personal conduct unconnected to M31 Research work, except where it brings M31 Research into disrepute.



3. Definitions

Term	Definition
Consultant / associate	An individual engaged by M31 Research under a consultancy or associate agreement to deliver work, who is not an employee.
Conflict of interest	A situation in which a consultant's personal, financial, or other interests could improperly influence their work for M31 Research.
Confidential information	Non-public information belonging to M31 Research, its clients, or partners, including data, methods, and commercial information.
Research participant	An individual who takes part in research, including as a respondent or interviewee.
Safeguarding	Measures to protect people, especially children and vulnerable adults, from harm, abuse, and exploitation.
Misconduct	Behaviour that breaches this code, including dishonesty, harassment, fraud, or the falsification of data.



4. Policy Statement

As a condition of their engagement, M31 Research requires all consultants and associates to:

- **Act with honesty, integrity, and professionalism in all dealings on behalf of M31 Research.**
- **Deliver work to the agreed scope, quality, and timeline, and never misrepresent their qualifications, methods, or results.**
- **Uphold research integrity by collecting, analysing, and reporting data accurately, and never fabricating, falsifying, or plagiarising.**
- **Treat research participants, communities, colleagues, and clients with respect and fairness, and without discrimination.**
- **Apply safeguarding and do-no-harm principles, and never exploit, abuse, or endanger participants or community members.**
- **Obtain informed consent and protect the privacy and confidentiality of participants and their data.**
- **Protect M31 Research and client confidential information and intellectual property, both during and after the engagement.**
- **Declare and avoid conflicts of interest, and never solicit or accept bribes, kickbacks, or other improper advantages.**
- **Comply with M31 Research policies, client requirements, and the laws of the countries in which they work.**
- **Represent M31 Research appropriately and avoid any conduct that could damage its reputation.**
- **Report any concern, incident, or breach promptly through the appropriate channel.**



5. Roles & Responsibilities

Role	Responsibility
Leadership / Board	Sets the ethical standards of M31 Research and approves this code.
Policy Owner	The Managing Director owns and maintains this code and ensures it is issued to, and acknowledged by, every consultant.
Engagement / Project Leads	Brief consultants on this code and relevant requirements, monitor conduct and deliverables, and address any breaches.
Consultants & Associates	Read, understand, acknowledge, and comply with this code throughout their engagement.



6. Procedures

1. Read and acknowledge this code in writing before starting an engagement with M31 Research.
2. Apply the standards in this code throughout the engagement, in all locations and interactions.
3. Complete any required briefings on safeguarding, data protection, and client requirements before fieldwork.
4. Raise any questions about this code with your M31 Research engagement lead if anything is unclear.
5. Declare any actual or potential conflict of interest as soon as it arises.
6. Report any breach, concern, incident, or safeguarding issue promptly through the appropriate channel.
7. Cooperate fully with any investigation into alleged misconduct.



7. Compliance & Monitoring

Compliance with this policy is mandatory. M31 Research will monitor adherence through:

- signed acknowledgement of this code as a condition of engagement;
- oversight of consultant conduct and deliverables by engagement leads;
- review of any reported concerns, incidents, or breaches.
- Breaches may result in the suspension or termination of the engagement, the withholding of payment for substandard or fraudulent work, removal from M31 Research's roster, and referral to the authorities or relevant professional bodies where warranted.



8. Related Documents

- M31 Research Code of Conduct and Ethics Policy
- M31 Research Safeguarding Policy
- M31 Research Data Protection and Confidentiality Policy
- M31 Research Anti-Bribery and Anti-Corruption Policy
- M31 Research Research Ethics Policy
- M31 Research Incident Reporting Policy
- Applicable professional standards and the laws of the countries of engagement



9. Review

This code will be reviewed every 12 months, or sooner if circumstances change, such as new legislation, revised client or donor requirements, or significant changes to M31 Research's operations.



10. Contact

Questions about this policy?

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