

# Blacklist Policy

## Purpose

The executive administration of Mercy Hands for Humanitarian Aid aims at creating a safe work environment that ensures that no personnel, companies, suppliers, entities, or groups that were either nationally or internationally recognized as blacklisted or have committed a serious violation to Mercy Hands regulations or caused a huge damage from being further involved in Mercy Hands works.

## How does it work!

### 1. Blacklisted Already

- a) Check Internationally Recognized platform listing blacklisted persons, entities, groups, ...etc.
- b) Check internally, i.e. if a former staff member has become blacklisted as a result of huge violation to MH, his name and information will be registered at the designated table to track blacklisted staff, individuals, establishments, companies, ...etc.

**The above two categories shall be banned from conducting any work for Mercy Hands nor to recruit blacklisted individuals.**

### 2. To Blacklist

The Executive Director will form a committee to do investigation after receiving a complaint reporting a huge violation to MH guidelines.

Based on the investigation report issued by the committee, the Executive Director will decide if to blacklist that staff member(s), entity, supplier, company, etc.

The information of the blacklisted staff member(s), supplier, company, group, etc. should be updated on the designated table and the revised version is be uploaded to MH website (Members Only) to make it available for MH staff for future use.

