



Code of Conduct

Version of October 30, 2019

INTRODUCTION

DEVELOPMENT AND PEACE, the official international solidarity organization of the Catholic Church in Canada and the Canadian member of *Caritas Internationalis*, supports partners in the Global South who promote alternatives to unfair social, political and economic structures. It educates the Canadian population about the causes of poverty and mobilizes Canadians in actions promoting change. It forms alliances with northern and southern groups working for social change in the struggle for human dignity and supports women in their quest for social and economic justice.

All the actions of solidarity, awareness and mobilization of DEVELOPMENT AND PEACE are guided by the principles of the Catholic Church's social teachings, more specifically the preferential option for the poor, human dignity, participation, the common good, solidarity, subsidiarity, interdependence, justice and equality.

SCOPE

This Code of Conduct sets out the attitudes and behaviours that individuals working for DEVELOPMENT AND PEACE must demonstrate, i.e., staff members as well as management, National Council members, volunteers and trainees.

This code applies regardless of hierarchic level or status. For staff members, it forms an integral part of the employment contract with DEVELOPMENT AND PEACE. It also applies to the relationships among members, donors, the partners and the members of the communities that we support, suppliers and the general public.

DEVELOPMENT AND PEACE staff members are ambassadors for the fundamental principles set out in this Code. They raise the awareness of the members, volunteers and partners with whom they may work so that they will know and respect these principles.

All persons mentioned above must respect this Code of Conduct. In accordance with the policies and procedures of DEVELOPMENT AND PEACE,¹ any breach of this Code of Conduct, if proven, shall constitute misconduct that may result in disciplinary action up to and including termination of employment, and/or legal actions for serious misconduct, or compromise in his or her relationship with the Organization.

¹ See the list of relevant policies and procedures at the end of the document.

OUR RESPONSIBILITY

Within the framework of the work or activities carried out for DEVELOPMENT AND PEACE, it is the responsibility of everyone working for the Organization to maintain its image, to respect existing laws, regulations, policies and procedures.

The Code of Conduct cannot deal with all possible situations. It therefore leaves it up to each and every one of us to act with discernment. In situations that are not covered by our policies and procedures, the individuals involved must use their judgment. In case of doubt, people are invited to submit the situation to their immediate superior or to the Organization's General Management. The latter will deal with the situation as quickly as possible.

We recognize that at the international level, local laws and customs may differ from country to country. However, wherever we do our work, we must apply the principles set out in this Code of Conduct.

In addition to this Code of Conduct, DEVELOPMENT AND PEACE also adheres to the *Caritas Internationalis Code of Ethics and Code of Conduct for Staff*, the *Code of Ethics of the Canadian Council for International Cooperation (CCIC)*, the *Code of Ethics of the Association québécoise des organismes de coopération internationale (AQOCI—Quebec association of international cooperation organizations)* and the *Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief*.

We must avoid any behaviour that contravenes the prescribed rules, such as fraud, conflict of interest, harassment, discrimination, collusion, corruption, misconduct, abuse, exploitation or theft.

Any breach of this Code may be the subject of a complaint under DEVELOPMENT AND PEACE's *Policy and Complaints Process*.

WITHIN THE FRAMEWORK OF THEIR DUTIES, ANYONE WORKING FOR DEVELOPMENT AND PEACE MAKES A COMMITMENT TO:

Act with loyalty and diligence and adhere to the Organization's principles

- Understanding and respecting the principles of DEVELOPMENT AND PEACE (cited in the introduction);
- Making sure to have good personal and professional conduct;
- Acting in good faith and treating others with dignity, respect and kindness;
- Refraining from public statements of a racist, sexist or other offensive nature;
- Making sure to preserve the reputation of DEVELOPMENT AND PEACE;
- Ensuring extreme discretion regarding all confidential information and any information of a personal nature, and taking the necessary steps to ensure that that confidentiality is respected;
- Respecting the laws, religion, customs and local cultures of the countries in which we work;
- Behaving in a manner that avoids any risk to the safety, health and well-being of others and oneself, including partner organizations and members of the communities we are supporting;
- During public statements, making sure to have authorization before communicating on behalf of DEVELOPMENT AND PEACE with third parties.

WITHIN THE FRAMEWORK OF THEIR DUTIES, ANYONE WORKING FOR DEVELOPMENT AND PEACE MAKES A COMMITMENT TO:

Act with integrity, refusing any conflict of interest, coercion and corruption

- Avoiding to use the power conferred by the status of being an employee of DEVELOPMENT AND PEACE to exert pressure or obtain any personal favours or benefit of an economic, professional, political or sexual nature;
- In accordance with the existing procedure,* reporting any potential or actual conflict of interest (financial, personal or familial) in the areas related to the work of DEVELOPMENT AND PEACE;
- Refraining from offering and accepting gifts, bribes or any other form of personal enrichment from partners, members of the communities that we are supporting or contracting parties, whatever the circumstances;
It is, however, possible to accept gifts of low value in order to respect the traditions of different countries and conventions related to hospitality.
- Maintaining appropriate standards of honesty and integrity in their work, especially when it concerns financial accountability
- Informing DEVELOPMENT AND PEACE of any criminal conviction or criminal charge prior to becoming an employee;
- Informing DEVELOPMENT AND PEACE of any new criminal charges against the employee that might risk impairing their ability to fulfill their duties as a representative.

WITHIN THE FRAMEWORK OF THEIR DUTIES, ANYONE WORKING FOR DEVELOPMENT AND PEACE MAKES A COMMITMENT TO:

Act while respecting people, the environment and property

- Making sure that their conduct is consistent with the human rights framework to which DEVELOPMENT AND PEACE subscribes;
- Respecting the rights of all, including children, and contributing to mutual respect, integrity and dignity;
- Refraining from committing any form of discrimination or prejudice, harassment, abuse, willful neglect or exploitation to the detriment of the rights of others;
- Adopting appropriate behaviour towards vulnerable children and adults and in no way abusing the position of trust that the job provides;
- Exercising a duty to protect children and vulnerable adults;
- Refraining from carrying weapons in the course of one's work;
- Abstaining from using drugs or excessive amounts of alcohol that might interfere with the performance of one's duties;
- Protecting the natural environment and employing sustainable practices as part of one's work;
- Ensuring that the assets and intellectual property of DEVELOPMENT AND PEACE are not used abusively and are protected from theft, fraud or other nuisances.

WITHIN THE FRAMEWORK OF THEIR DUTIES, ANYONE WORKING FOR DEVELOPMENT AND PEACE MAKES A COMMITMENT TO:

Act while prohibiting all forms of abuse or exploitation

DEVELOPMENT AND PEACE advocates a culture of zero tolerance with regards to sexual exploitation and abuse in all contexts of international aid.

Everyone must create and maintain an environment that prevents abuse and exploitation.

- Refraining from causing any physical or emotional harm to anyone, especially to children and vulnerable adults;
- Refraining from exchanging money, employment, goods or services for sexual relations, including sexual favours or other forms of humiliation, degrading or exploitative behavior. This includes the exchange or threat of suspension of aid to beneficiaries;
- Refraining from engaging in sexual activity with persons under 18 years of age² or with adults who are unable to give their consent, regardless of the local age of majority or age of consent. Error concerning the age of the child or the capacity of an adult to consent cannot be invoked as a defense argument;
- Reporting any concerns or suspicions regarding any abuse or exploitation carried out by another employee, whether said employee works for DEVELOPMENT AND PEACE or not;
- Refraining from engaging in any form of harassment, discrimination, verbal abuse, intimidation, favoritism or exploitative relationships.

² The age of majority is defined by the laws in force in the province of Quebec. For employees based in other Canadian provinces, the applicable legal age is the age corresponding to their respective province of employment, provided that it is equal to or greater than 18 years of age.

WITHIN THE FRAMEWORK OF THEIR DUTIES, ANYONE WORKING FOR DEVELOPMENT AND PEACE MAKES A COMMITMENT TO:

Respect the policies and procedures of Development and Peace

- Complaints handling procedure;
- Conflict and harassment prevention policy;
- Procedure regarding expenditures and internal policy on cash advances and the use of the corporate credit card;
- Document on “Principles of the Church’s Social Teachings”;
- Collective Agreement for unionized personnel;
- All codes of conduct in the following organizations to which DEVELOPMENT AND PEACE adheres (CCIC, *Caritas Internationalis*, AQOCI, Red Cross/Red Crescent);
- Any other policies or procedures currently in effect or adopted subsequent to the signing of this Code;

Consent

By accepting my position, I am making a commitment to perform the tasks and missions assigned to me and to adapt my conduct in accordance with the requirements of this Code of Conduct. In this way, I am contributing to a world of peace and dignity for all.

Name: _____

Signature : _____

Date : _____

Adopted by the National Council on June 14th, 2019