

ETHICAL RULES AND CODE OF CONDUCT

Approved by the Board of Directors – November 2015

FORWARD

The purpose of this Code of Conduct is to assert and confirm our behaviour principles and preserve the long tradition of integrity and credibility that CECI has worked to build since it was founded.

These are the principles to which we ascribe; they are aligned with our values and rooted in cooperation, integrity, respect, equity and commitment. This document also sets out the ethical rules agreed upon by our staff at the head office and in the field, our management team, the members of the Board of Directors and the members of country Advisory committees.

PRINCIPLES

Individually and collectively, we commit to:

- fulfilling our duties with honesty, integrity and rigour.
- obeying the law and the organization's internal policies and fulfilling our commitments.
- creating a work environment based on mutual trust and respect and that fosters open communication.
- avoiding any conflict of interest or appearance thereof.
- demonstrating loyalty toward the organization.

SCOPE

The principles and rules set out in this document are founded on good sense and good faith; they are intended to guide the actions of those to whom the Code applies.

The Code applies to all staff members, regardless of their level of position or status. It is an integral part of CECI's work contract and, for unionized staff, it is an integral part of the Collective Agreement.

COVERAGE

This code applies to all members of the organization in the performance of their duties and serves as a guideline of behaviours to adopt when making use of the available human, financial and technical resources.



ETHICAL RULES AND CODE OF CONDUCT

OUR ETHICAL RULES

ACT WITH INTEGRITY

We shall not make any sort of agreement or take any action in violation of the law, the guidelines or rules of sound administration and good conduct, nor shall we deal or make an agreement with any third party of illicit or unethical nature.

CODE OF CONDUCT:

- Exercise transparency in all relationships and transactions with the organization's partners and collaborators while protecting confidential information.
- Be extremely discrete with all confidential information, particularly when it comes to personal information, and take the necessary actions to make sure that this information is stored in a secure place.
- Maintain a relationship built on trust between partners and the organization by refraining from revealing information about our partners without their express consent, unless otherwise required by law.
- Do not engage in any unauthorized payments, negotiations or expenses.
- Respect CECI's property and resources and do not use them for personal use.
- Do not copy any software provided by the organization and do not use any personal software on CECI's equipment.

ACT WITH RIGOUR

We consciously fulfill our duties, provide accurate information and properly maintain every file and record.

CODE OF CONDUCT:

- CECI counts on everyone to rigorously and diligently carry out their duties so it can effectively fulfill its mission and produce quality results.
- Demonstrating rigour when carrying out one's duties especially means keeping files in order by recording accurate information and without bias towards others.



ETHICAL RULES AND CODE OF CONDUCT

OBEY THE LAW

We obey the laws and rules in effect in the countries where we operate, as well as the organization's internal policies and guidelines

CODE OF CONDUCT:

- While carrying out their duties, members of the organization shall not violate any civil, penal or criminal laws; members shall act in accordance with the contracts CECI has signed.
- Under no circumstances shall an illegal act, such as fraud, accepting of bribes or theft of goods or time be tolerated.

When using the Internet and social media, be it for personal use or in the name of CECI (with authorization), members of the organization shall not violate any laws or issue any comments of an abusive, racist or sexist nature, nor shall they transmit any material of a hateful, pornographic or harassing nature, or any material not owned by CECI.

RESPECT OTHERS

We shall mutually treat one another with courtesy, diligence, good faith and fairness, and with respect for the rights and liberties of each person. This means that neither discrimination nor harassment shall be tolerated at any time within the organization, nor shall be any disregard for the health and safety of one's colleagues. Respect for others is required at all times.

CODE OF CONDUCT:

Respecting others especially means:

- Treating everyone equitably while taking their differences into account.
- Maintaining a work environment that fosters cooperation and mutual respect.
- Protecting the health, safety and dignity of all members of the organization.
- Refusing to be a silent witness and denouncing all harassment and discrimination.



ETHICAL RULES AND CODE OF CONDUCT

AVOID CONFLICTS OF INTEREST

We shall not put ourselves in any position where there is a conflict of interest. We shall do our utmost to resolve any conflicts of interest that may exist and identify other possibilities before such a conflict arises.

CODE OF CONDUCT:

- All members must report any situation where there is a conflict of interest which would allow them to favour their own interests, or those of their loved ones, to the detriment of the interests of the organization or the beneficiaries of its services. They must also report all other conflicts of interest that come to their attention.
- All members must reveal any situation that could give the appearance of a conflict of interest, as the mere appearance of such conflicts can be just as damaging as a real conflict of interest.
- All members must immediately inform CECI in the event that they, their spouse, or their immediate family member negotiates a service contract with CECI or holds an interest in a company that is negotiating goods and services with the organization.
- If a member of the organization, or his or her spouse or immediate family member, has an interest in a company that does business with CECI, he or she must absolutely refuse to participate in the decision-making or contract award process.
- Members of the organization must inform CECI if they sit on the Board of Directors for another NGO.
- Managers must make sure that all transactions for which they are responsible meet the organization's transparency standards.
- All goods, favours, services, benefits or gifts must be treated as potential conflicts of interest. For a gift to be accepted (or offered), it must be modest and used in such a way that it is seen as a token of appreciation, hospitality or politeness; it must not be expected to influence a decision.



ETHICAL RULES AND CODE OF CONDUCT

ACT WITH LOYALTY

CECI acknowledges that its members may actively participate in community activities and social media on their own time. Members shall refrain from taking positions that might embarrass the organization or give the impression that CECI endorses their opinion or authorizes the information being shared.

CODE OF CONDUCT:

- When using social media, members of the organization may not comment, publish or send any personal or confidential information regarding CECI without its authorization.
- Employees agree to follow the organization's policy on use of computer systems, email and the Internet.
- Members of the organization should not and may not express their political opinions in CECI's name, unless a specific request has been made by upper management or the Board of Directors.
- Employees may not use the property, services, equipment or premises of the organization for activities of political or personal nature unless granted express authorization.

Demonstrating loyalty means:

- that employees meet the conditions upon which they were hired.
- carrying out one's duties in good faith and with the best interests of the organization.
- showing dedication.
- contributing to CECI's brand image.
- not engaging in activities that could discredit CECI or jeopardize the trust bestowed upon the organization.



ETHICAL RULES AND CODE OF CONDUCT

ACT WITH TRANSPARENCY

We shall not take any actions that we could not openly discuss in public if required

This is the resulting principle of the foregoing. If all the aforementioned rules are followed, there shall be no cause for embarrassment for CECI should it be required to publically justify or explain its actions or decisions. This sets the standard for a rigorous decision-making process and the level of integrity expected during each step of the implementation and execution of activities, while not violating charters, laws, standards, directives, policies and collective agreements.

SANCTIONS

Depending on the seriousness of the offense, breaching or failing to comply with the principles and rules set out in the Code may result in disciplinary measures up to and including dismissal.



DECLARATION

I, the undersigned, _____ certify that I have read the Code of Conduct, that I understand all its provisions and that I undertake to adhere it.

I am aware that failing to comply with the Code shall result in sanctions and that a serious lack of compliance could result in immediate dismissal.

In witness whereof, the undersigned has signed on this _____ day of _____ 20 ____

Signature

ETHICAL RULES AND CODE OF CONDUCT

RESPONSIBILITY FOR APPLYING THE CODE

All members of the organization must follow the ethical rules and Code of Conduct and advise either their supervisor, upper management or the Board of Directors should they become aware of a case of conflict of interest or non-compliance.

All managers are responsible for applying the Code of Conduct within their department or jurisdiction and must make sure that all persons under their management have read, understood and signed the Code.

RESPONSIBILITY FOR INTERPRETING THE CODE

The Human Resources department shall assume the responsibility of interpreting the Code of Conduct and receiving complaints; however, if an allegation involves a Human Resources employee, it must be submitted to upper management for handling. Those responsible for interpreting the Code may use any external legal resource deemed relevant to carry out the task.

CONFIDENTIALITY

All complaints shall be handled with diligence and complete discretion. The identity of anyone who makes a complaint or claim or who provides information shall remain confidential, except where the law or the court stipulates otherwise.

No measure shall be taken against anyone who invokes the complaints management procedure in good faith, even if it is determined that the complaint is unfounded.



ETHICAL RULES AND CODE OF CONDUCT

PROCEDURE

1. In the event of a failure to comply with the Code, a written complaint must be submitted to the Human Resources department.
2. The complaint must include the following information:
 - a. the identity person in violation of the code
 - b. a description of the violation
 - c. the date or time period during which the violation occurred
 - d. a copy of all documents that support the allegations
3. Any situation in the field that could be interpreted as harassment must be reported to the head office.
4. If a complaint is deemed valid, the person involved shall be notified of the complaint, its contents, its allegations and the related investigation.
5. Within ten (10) business days of the lodging of the complaint, or within ten (10) business days of acknowledgement of the related facts, a report of the findings shall be submitted to upper management; the person charged with interpreting the Code will recommend any measures deemed appropriate to take. Those involved shall be notified of any measures taken that affect them.
6. During the investigation, the Human Resources department shall be in charge of gathering all the necessary information. If the allegation involves a Human Resources employee, said allegation shall be submitted directly to upper management. If the allegation involves upper management, said allegation shall be submitted to the Board of Directors. The Board may call upon the Human Resources department to take charge of gathering information, studying the documents pertaining to the investigation and meeting with anyone who is involved or implicated in the alleged breach.
7. If a situation requires immediate intervention or if serious misconduct is alleged, the employee or member of the Board of Directors could be relieved of his or her duties while the investigation is under way.
8. Complaints filed in relation to the violation of the Code shall not in any way impede legal recourse or, for unionized employees, recourse provided for in the Collective Agreement.

