



WUSC and CECI Volunteers
Code of Conduct



Global Affairs
Canada

Affaires mondiales
Canada



WUSC  EUMC



CECI

Table of Contents

Section 1 : Application of the Code of Conduct.....	3
Roles and Responsibilities	
Adherence to Standards of Conduct	
Section 2 : Honesty and Integrity.....	4
Professional Conduct	
Anti-Corruption Statement	
Whistleblowing Policy	
Drug Free Workplace	
Section 3 : Respect and Equality.....	5
Section 4 : Protection Against Sexual Harassment and Exploitation.....	6
Section 5 : Protection of Children.....	7
Section 6 : Protection of Information and Property.....	8
Protection of Property	
Security and Confidentiality of Information	
Privacy Protection	
Section 7 : Responsibility and Engagement.....	9
Safety and Security	
Conflict of Interest	
Political Activities	
Public Appearances, Public Statements, Writings	
Protocol Regarding Social Media	
Section 8 : Violation of the Code of Conduct.....	10
Violation of the Code	
Staff’s Duty to Report Violations of the Code	
Protection Against Reprisals	
Section 9 : Declaration of Adherence to the Volunteers Code of Conduct.....	11

SECTION 1

Application of the Code of Conduct

The Code of Conduct (the Code) applies to all CECI and WUSC volunteers, and sets out the expectations of CECI, WUSC, and the volunteers. Skilled and committed volunteers, who share their expertise to contribute to change, help and support overseas partners in their work, are at the heart of our mission. Volunteer contributions are based on the values of partnership, solidarity, collaboration, and respect for partners and beneficiaries, and we want to ensure that all assignments are successful for both volunteers and partners.

For the purpose of the Code, the term «volunteer» encompasses Canadian volunteers working overseas, volunteers from the South working in Canada, South-South volunteers, as well as local volunteers working on short or long-term assignments. The term also applies to international interns and International Seminar participants. All CECI and WUSC volunteers must comply with the provisions of this Code at all times throughout the duration of their contract.

Roles and Responsibilities

WUSC and CECI Representatives* in each country play a leading role as the contact person regarding the Code and act as national authorities to communicate and enforce standards and policies related to the conduct and the safety of volunteers. We are confident that you will exercise good judgment in your daily activities and will seek additional information or assistance from the country office as needed.

All WUSC and CECI staff play an important role in helping to ensure that the principles of the Code of Conduct are adhered to. These individuals serve as role models for volunteers by adhering to acceptable behavioural standards

Adherence to Standards of Conduct

The Code represents minimum standards for the conduct of volunteers and their obligations as international cooperation professionals. The obligations set out in this Code are complementary to the obligations set out in the Standards and Policies Guide and the Contract (hereinafter referred to as «the Guide»).

**The program representative is a person appointed by WUSC or CECI - usually in the volunteer's region of assignment who represents WUSC or CECI.*

SECTION 2

Honesty and Integrity

Professional Conduct

Volunteers are required to act in accordance with high ethical standards in the performance of their tasks and must always be honest and truthful in the performance of their duties and responsibilities. At all times, volunteers must behave and be perceived in a manner consistent with the best interests of the partner organization, of WUSC, and of CECI.

Anti-Corruption Statement

Volunteers are also required to comply with national laws and regulations, and shall not knowingly undertake, facilitate or benefit from illegal transactions or activities. A volunteer who is charged or convicted of an indictable offense must immediately notify the program representative.

Whistleblowing Policy

Volunteers should report any concerns to country representatives regarding suspect behaviour related to the honesty and integrity of WUSC or CECI colleagues, partners, staff or casual workers, other volunteers, suppliers, government representatives, or other third parties involved, directly or indirectly, in negotiations with their respective programs or organizations. This means reporting any situation in which they believe, in good faith, that the aforementioned parties have breached or are about to break a law or regulation.

Drug Free Workplace

The use of illegal drugs and the abuse of other controlled substances on or off duty is inconsistent with the conduct that WUSC and CECI expect from all its personnel at all times during the term of the contract. If you violate the law in your country of assignment, you are responsible for any legal costs incurred.

SECTION 3

Respect and Equality

WUSC and CECI are committed to preserving a workplace free from all forms of harassment, discrimination, and violence, in which all people are valued, respected, and treated with dignity.

The volunteer agrees to:

- Respect and promote fundamental human rights without any discrimination based on social status, race, ethnicity, colour, religion, sex, sexual orientation, age, marital status, origin, political affiliation, or disability.
- Consider all beneficiaries, relevant communities, and other people with fairness and respect, courtesy, dignity, and in accordance with applicable national legislation, international law (humanitarian, human rights, women's rights, and refugee rights) and local customs.
- Behave in a non-threatening manner and report incidents and threats of physical or psychological violence that may affect the workplace.
- Comply with the highest standards of accountability, efficiency, expertise, integrity, and transparency in the provision of goods and services.
- Never abuse their position to grant or receive preferential treatment or to request favours (e.g. sexual favours), gifts, payments of any kind, or benefits. The volunteer must consciously avoid taking advantage of their role and cannot accept gifts (except for small tokens of appreciation).

SECTION 4

Protection Against Sexual Harassment and Exploitation

The volunteer agrees to :

- Create and maintain an environment that prevents sexual exploitation, abuse of power, and corruption.
- Never commit any form of harassment that could cause physical, sexual, or psychological harm or suffering to an individual, especially women and children.
- Never exploit the vulnerability of a target group such as women and children or allow an individual to be put in a compromising situation.
- Never engage in sexual activity with persons under the age of 18, regardless of local legislation regarding the age of majority or consent. A lack of knowledge of the child's actual age cannot be used as a defense.
- Never engage in sexual exploitation or sexual abuse of a target group (men, women, girls and boys). This constitutes serious misconduct and grounds for dismissal.
- Never exchange money, employment, goods, or services for sex, including sexual favours. All forms of humiliating, degrading, or exploitative behaviour are prohibited.
- Not engage in sexual relations with beneficiaries. It is prohibited because it is based on unequal power dynamics. Such relationships undermine the credibility and integrity of the work and global cooperation. This applies both during and outside working hours.
- Not accept or seek sexual services. This rule applies both during and outside working hours.
- Ensure that all confidential information, including reports of violations of these standards by colleagues, obtained from beneficiaries or colleagues, is handled properly and with the utmost confidentiality.
- Ensure that reports of violations of these standards are immediately provided to the country representative. Those who receive these reports will investigate immediately.

SECTION 5

Protection of Children

WUSC and CECI acknowledge the duty of due diligence to children who are in contact with our organization and our volunteers. During the assignment period, the volunteer agrees to protect children in their workplace, to avoid acts or behaviours that are or could be construed as bad practices or possible abuses, and to abide by the following protocol when in contact with children.

- Be aware of situations that may pose risks to children. Plan and organize work and workplaces in such a way as to minimize these risks.
 - Foster a culture of mutual accountability so that any potentially abusive behaviour can be denounced.
 - Respect the limits of each child and help them develop their knowledge of their rights and develop the measures they can take when they feel threatened.
 - Whenever possible, stay within sight of other people when working with children.
 - Never initiate sexual relations with children (anyone under the age of 18).
 - Never bring children home, especially if you are alone with them.
 - Never develop relationships with children that could in any way be deemed exploitative or abusive.
 - Never act in a way that may be deemed abusive or that may expose a child to the risk of abuse.
- Never use language, make suggestions, or offer advices that are inappropriate, offensive, or abusive.
 - Never behave inappropriately or in a sexually provocative way towards a child.
 - Never tolerate or adopt, with a child, a behaviour that is illegal, abusive, or that exposes the child to danger.
 - Never behave in such a way as to disgrace, humiliate, demean, or degrade a child.
 - Never hit or spank a child.

SECTION 6

Protection of Information and Property

Protection of Property

Volunteers are responsible for the protection, control, and appropriate use of the property entrusted to them. At any time during or after your assignment, WUSC or CECI may require that you return the goods in your possession or control or cease to use, distribute, or access such property. This applies regardless of where the goods are located or stored.

Security and Confidentiality of Information

Volunteers must exercise strict control over information, including confidential information, which they may receive during their assignment. This information should not be disclosed to individuals who are not authorized by WUSC or CECI to receive it. Volunteers should not attempt to profit from, or appear to benefit from the use of information obtained in the performance of their official duties and that is not disclosed to the public.

Privacy Protection

During the volunteer's assignment, all collected and/or used personal information must be kept in strict confidentiality. Authorization is given to the volunteer to access personal information only based on the need to process the information and only for the reason(s) for which it was obtained. The volunteer must ensure that the information is not disclosed or shared more widely than necessary to achieve the intended purpose, and must take appropriate measures to ensure that the integrity of the information is maintained.

SECTION 7

Responsibility and Engagement

Safety and Security

WUSC and CECI are concerned with the health and safety of volunteers. It is expected that volunteers will take responsibility for safe and healthy work practices for themselves and for other volunteers and colleagues, and to familiarize themselves with the Volunteer Guidelines for Safety and Security.

Conflict of Interest

Throughout their assignment, the volunteer is required to disclose to WUSC or CECI any potential or actual conflict of interest (e.g. holding interests in a business or organization doing business with WUSC or CECI, being a member of a board of directors of another organization, etc.) that could promote their own interests, or those of their spouse or close relatives, as well as any conflict of interest of which the volunteer has knowledge.

Depending on the circumstances, WUSC or CECI - usually in consultation with the volunteer - will decide on the procedure to be followed to protect all parties in the event of conflict or perceived potential conflict.

Political Activities

The volunteer, as well as their accompanying dependents, agree to abstain, as long as their contract with WUSC or CECI is in effect, from participating in the political affairs of the host country or any other foreign country.

Public Appearances, Public Statements, Writings

Only general managers and official communications representatives may speak or issue written statements about WUSC or CECI to the media. Volunteers who wish to do so must obtain prior approval from the aforementioned managers.

A volunteer who is required to represent WUSC or CECI as a guest lecturer or expert must obtain prior approval from the aforementioned managers.

Protocol Regarding Social Media

Volunteers are encouraged to use social media to extend the reach of our programming and promote WUSC and CECI programs, but must take appropriate measures to prevent any misuse or misconduct that may harm the reputation of WUSC or CECI or the relationships with stakeholders or partners.

- Any online behaviour must be consistent with the Code, the organizational values, and the ethics of WUSC or CECI.
- Volunteers should not speak on behalf of WUSC or CECI unless explicitly permitted (in accordance with the above section). When a volunteer chooses to post online, they must clearly state that they are speaking as an individual and not as a representative of WUSC or CECI.

SECTION 8

Violation of the Code of Conduct

Violation of the Code

Violation of any provision of the Code by a volunteer may result in disciplinary action, including termination of the contract for cause, in addition to possible civil and/or criminal actions.

Staff's Duty to Report Violations of the Code

As part of our mutual accountability towards WUSC and CECI, each of us has a duty to report any violation of the Code by speaking confidentially to the representative of the country of assignment. A reported offense will be handled in an impartial manner towards any named individual, taking into account the seriousness of the issues raised, the credibility of the information or allegations, and the possibility of an impartial investigation. The following process will be applied:

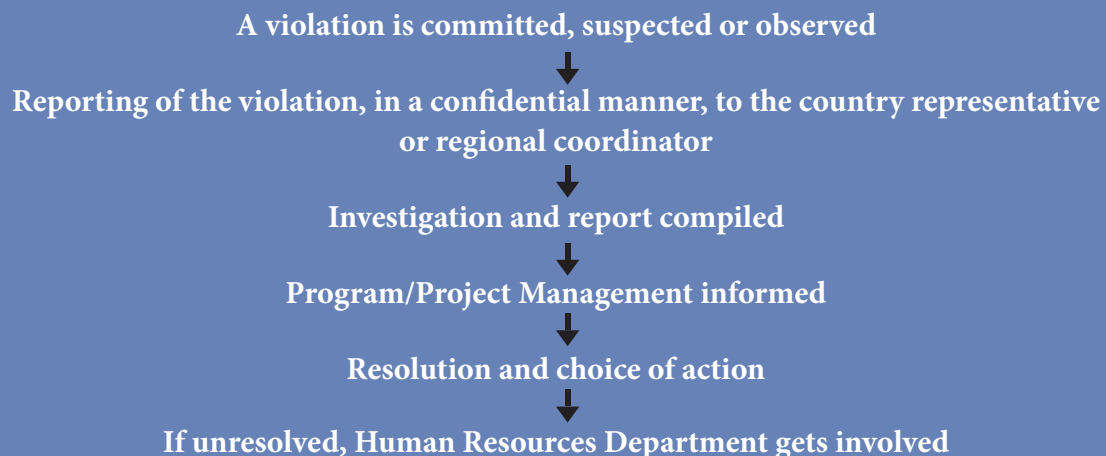
Protection Against Reprisals

No one may retaliate or take hostile action against a volunteer who, in good faith, reports an actual or potential violation of this Code or provides information or assistance in connection with an investigation.

Disciplinary action may also be taken against a volunteer who erroneously or maliciously reports misconduct.

The undersigned person has read, understood, and agrees with the contents of this document. The Volunteers Code of Conduct will be subject to periodic review. The signatory also accepts the consequences of any violation of any of the aforementioned provisions under the Code.

PREPORTING PROCEDURES



SECTION 9

Declaration of Adherence to the Volunteers Code of Conduct :

I, undersigned, _____, hereby declare that I have read, understood, and agreed to abide by the Code of Conduct, and I understand that such adherence is a condition of assignment with WUSC or CECI. I understand that I must behave in a manner that respects the values of the organizations and adhere to the standards of behaviour outlined in the Code of Conduct. I understand that breach of any provision of the Code may result in disciplinary action up to and including termination of the contract.

Name:

Signature:

Date:

CECI Human Resources Department:
Marie-Claude Lapierre, Director, Human Resources
3000, Omer-Lavallée Street, Montréal, QC, H1Y 3R8
Marieclaudel@ceci.ca

WUSC Human Resources Department:
Sylvie L. Villemure, Director, Human Resources and Organizational Services
1404, Scott Street, Ottawa, ON, K1Y 2N2
Svillemure@wusc.ca