

CECI Volunteers Code of Conduct



The mission of CECI is to combat poverty and exclusion through sustainable development projects in Africa, Asia and the Americas since 1958.

Approved by the Board of Directors on June 22th, 2020

TABLE OF CONTENTS

Section 1 : Application of the Code of Conduct	3
Roles and Responsibilities	3
Adherence to Standards of Conduct	3
Section 2 : Honesty and Integrity	4
Professional Conduct	4
Anti-Corruption Statement	4
Whistleblowing Policy	4
Drug Free Workplace	4
Section 3 : Respect and Equality	5
Section 4 : Protection against Sexual Harassment, Exploitation and Abuse	6
Section 5 : Protection of Children	7
Section 6 : Protection of Information and Property	8
Protection of Property	8
Security and Confidentiality of Information	8
Privacy Protection	8
Section 7 : Responsibility and Engagement	9
Safety and Security	9
Conflict of Interest	9
Political Activities	9



TABLE OF CONTENTS

Public Appearances, Public Statements, Writing	9
Protocol Regarding Social Media	10
Section 8 : Violation of the Code of Conduct	11
Violation of the Code	11
Staff's Duty to Report Violations of the Code	11
Protection Against Reprisals	11
Section 9 : Declaration of Adherence to the Volunteers Code of Conduct	12



SECTION 1 - Application of the Code of Conduct

The Code of Conduct (the Code) applies to all persons engaged as volunteers with CECI. It sets out the organization's expectations toward volunteers in the context of their assignment overseas. Skilled and committed volunteers, sharing their expertise to be agents of change and to help and support our overseas partners in their work, are at the heart of our mission. Their 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 all involved.

All volunteers must comply with the provisions of this Code at all times throughout the duration of their contract.

Roles and Responsibilities

The CECI representative in each country plays a leading role as the key contact regarding the application of the Code and acts as a national contact point and authority to communicate and enforce standards and policies related to the conduct and the safety of volunteers. We are confident that all our volunteers will exercise good judgment in their daily activities and will seek additional information or assistance from the country's CECI representative, as needed.

All the managers and/or supervisors play an important role in ensuring compliance with the principles of the Code of Conduct. These individuals serve as role models for volunteers by adhering to acceptable standards of behaviour.

Adherence to Standards of Conduct

The Code outlines the 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 for Volunteers and the Contract (hereinafter referred to as "the Guide").

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



SECTION 2 - Honesty and Integrity

Professional Conduct

Volunteers are required to act with honesty and truthfulness and in accordance with high ethical standards in the execution of their duties and responsibilities. At all times, volunteers must behave and be perceived in a manner consistent with the best interests of CECI and the partner organization.

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 offence 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 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 violated or are about to violate 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 CECI expect from all its volunteers at all times during the term of the contract. Volunteers who violate the law in their country of assignment are responsible for any legal costs incurred.



SECTION 3 - Respect and Equality

CECI is 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.

All CECI Volunteers agree to:

- Respect and promote fundamental human rights without any distinction, exclusion or preference based on race, colour, sex, gender identity or expression, pregnancy, sexual orientation, marital status, age except for any legal disposition, religion, political affiliation, language, ethnic or national origin, social status, disability or any means used to remedy a 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 and non-violent 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 (including 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, Exploitation and Abuse

CECI has zero tolerance to all forms of sexual harassment, exploitation or abuse and takes all appropriate corrective measures in all proven cases.

All CECI Volunteers agree to:

- Create and maintain an environment that prevents all abusive behaviour, namely sexual abuse and exploitation, abuse of power, and corruption.
- Never commit any form of harassment, exploitation or abuse.
- Never exploit the vulnerability of a person, in particular women and children, or allow that an individual be put in a compromising situation.
- Never engage in any form of sexual exploitation or sexual abuse.
- Never ask for favours of a sexual nature or impose any other form of humiliating, degrading or menial behaviour in exchange for a sum of money, employment, services, or in exchange for assistance.
- Never 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 international cooperation work. This applies both during and outside working hours.
- 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 defence.
- Never 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 (see section 8). Those who receive these reports will start an investigation and proceed according to the established protocol.

Definitions:

Sexual Exploitation: any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.

Sexual Abuse: the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.



SECTION 5 - Protection of Children*

There is a duty of due diligence to children who are in contact with our organization and our volunteers in the context of program and project implementation. During the period of commitment with CECI, the volunteers agree 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.
- Whenever possible, stay within sight of other people when working with children.
- 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 advice that are inappropriate, offensive, or abusive.
- Never behave inappropriately or in a sexually provocative way toward 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 initiate sexual relations with children (anyone under the age of 18).
- Never push, hit or spank a child.
- Never bring children home, especially if you are alone with them.

*A child is any person under the age of 18.



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, 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 CECI to receive it. Volunteers should not attempt to benefit 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

All personal information collected and/or used by the volunteers during their assignment must be kept in strict confidentiality. Authorization is given to the volunteers 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

CECI is concerned with the health and safety of volunteers. As part of their assignment, it is expected of volunteers that they take responsibility for safe and healthy work practices for themselves and for others, and that they familiarize themselves with the organization's safety and security guides, manuals, guidelines and instructions, making sure to respect them.

Conflict of Interest

Throughout their assignment, the volunteers are required to disclose to CECI any potential or actual conflict of interest (e.g. holding interests in a business or organization doing business with CECI, being a member of a board of directors of another organization, etc.) that could promote their own interests, or those of a member of their family, as well as any conflict of interest of which the volunteer has knowledge. Depending on the circumstances, 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, if any, 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 communication representatives of CECI in Canada may speak or issue written public statements to the media, in the name of the organization. No volunteer is allowed to speak in public without obtaining prior approval from the aforementioned persons.

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



SECTION 7 - Responsibility and Engagement

Protocol Regarding Social Media

- Volunteers are encouraged to use social media to extend the reach of our programming and promote CECI's program, but must take appropriate measures to prevent any misuse or misconduct that may harm the reputation of CECI or the relationships with stakeholders or partners.
- Any online behaviour must be consistent with the Code and CECI's values.
- Volunteers should not speak on behalf of 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 CECI.



SECTION 8 - Violation of Code of Conduct

Violation of the Code

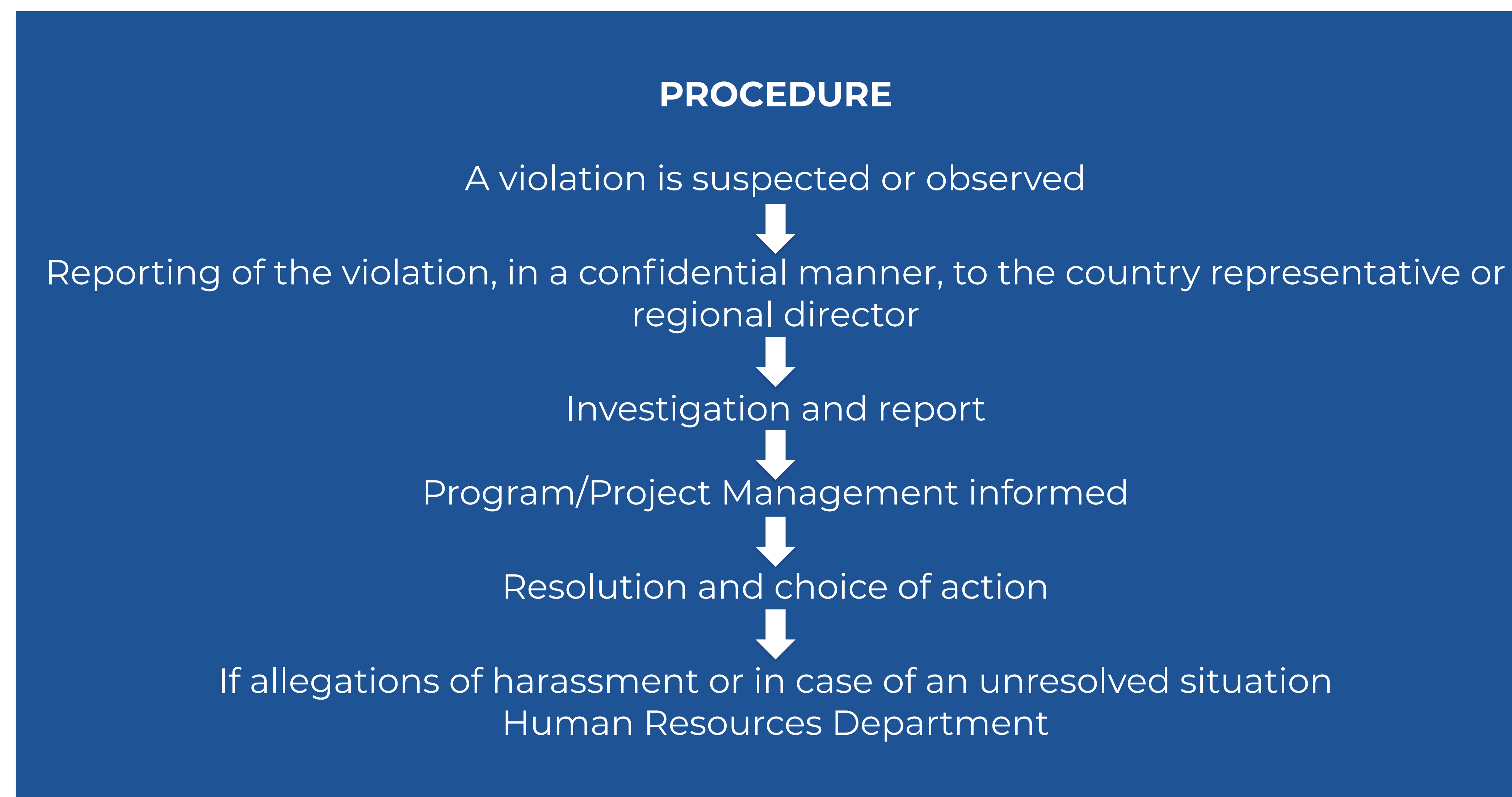
Violation of any provision of the Code by a volunteer may result in disciplinary action, including termination of the contract for cause, in addition to possible civil and/or criminal actions.

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 acts in bad faith or maliciously reports misconduct

Staff's Duty to Report Violations of the Code

As part of our mutual accountability toward CECI, each of us has a duty to report any violation of the Code by speaking confidentially to the organization's representative in the country of assignment. Any observed or suspected offence reported will be handled in an impartial manner toward 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:





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 for my assignment with CECI. I understand that I must behave in a manner that respects the values of the organization and adhere to the standards of behaviour outlined in the Code of Conduct. I understand that a 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, Montreal, QC, H1Y 3R8
directionRH@ceci.ca
Anonymous Whistleblowing Mechanism : PEAS.PSEA.CECI@gmail.com