

## **Annex A**

### **Fondation Paul Gérin-Lajoie Code of Ethics Governing the Conduct of Collaborators**

#### **Introduction**

This Code of Ethics aims to provide a values and ethics framework for headquartered and field staff, local and international partner employees, volunteers, experts, consultants, overseas volunteers, board members, and all others assigned by the Foundation to carry out its mandates for projects in Canada and abroad. The above-mentioned categories of persons are hereinafter referred to as “collaborators” in this Code of Ethics. An assignment in a host community often places the collaborator in a privileged position within a culture that is not their own. Within this context, it is important to note some of the Foundation’s guiding principles for its activities and interventions.

#### **1. Service integrity:**

- 1.1 Collaborators will avoid any behaviours that might allow them to benefit from their situation in their relationships with other cooperants, partners, beneficiary populations and groups, employees, collaborators, funding partners, hosts, interns, and the general population. Their conduct will exclude all forms of sexual tourism or other abuses of trust between supported populations and collaborators, such as psychological, sexual, racial, ethnic, or religious harassment or discrimination.
- 1.2 Collaborators will respect the confidentiality of the information that they possess, whether or not it falls under their duties.
- 1.3 Collaborators will not accept direct or indirect payments, other than those provided for in their contract, and will not become directly or indirectly involved in commercial ventures, except when these are a part of their duties.
- 1.4 Collaborators who have not received direct consent from the Foundation and the field representative will abstain from all open and obvious political engagements in the host country.

#### **2. Respect for partners and populations:**

- 2.1 Collaborators will treat supported groups and populations as partners and collaborators.
- 2.2 Collaborators will ensure that projects and activities are developed with partners based on their needs and considerations. Projects and activities must be based on a vision that takes into account not only the community’s weaknesses or insufficiencies, but also, and more importantly, its strengths.

- 2.3 Collaborators who provide support will seek to avoid any kind of paternalism and will integrate methods into their management practices that the partners or the community will later be able to completely appropriate.
- 2.4 Collaborators will remain aware that objectively, and despite all their efforts and goodwill, power will be unequally distributed between them and the partners. The goal is not to deny or hide this inequality, but rather, to attempt to clarify it, and to establish limits and more equitable rules that are acceptable to all parties.
- 2.5 From a sustainable development perspective, collaborators will support the efforts made by populations. When personal effort is eliminated (for example, through a large influx of donations), the main point of development is forgotten and instead, the cooperative relationship becomes a vicious cycle of dependence.
- 2.6 Collaborators will advise, suggest, and propose; they will not make decisions that negate the partners' opinions or positions. The aim is for collaborators and partners to nurture a climate in which women and men can comfortably express their ideas about a project and critique it.

### **3. Information from partners and populations:**

- 3.1 In situations where the outcomes of a project might change the attitudes, behaviours, or environmental conditions of individuals or groups, collaborators will inform the persons involved and obtain properly documented consent from anyone who will or may be affected. Any consent must be freely and explicitly obtained without coercion, constraints, or undue pressure.

### **4. Collaborators' responsibility for the Foundation's reputation:**

- 4.1 At all times, collaborators in Canada and in the field will act as representatives of the Foundation. In the field especially, collaborators will demonstrate exemplary behaviour both professionally and personally.
- 4.2 Collaborators agree to follow applicable laws and regulations, including but not limited to laws regarding employment, money transfers, rules of the road, alcohol and drug consumption, and sexual tourism. Collaborators will abstain from any actions that might hinder good relationships between Canada and the country of assignment as well as between the Foundation and its partners when applicable.
- 4.3 Collaborators will ensure when leaving a host country that they have not left behind any debts, that all legal disputes they are involved in are settled, and that the details of the proceedings are known to the representative.

### **5. Respect of cultural values and private sphere:**

- 5.1 Collaborators will learn about and respect local customs surrounding etiquette, attitudes and rules of conduct that need to be adopted for the different authorities, dress codes, and general communication (tone, salutations, etc.)

## **6. Protection from exploitation, harassment and sexual misconduct**

To guarantee a safe environment free from all forms of sexual misconduct, collaborators agree to:

- 6.1 Never commit any type of harassment that causes physical, sexual, or psychological harm, or any kind of suffering.
- 6.2 Never exploit the vulnerability of other persons or allow them to be placed in a compromising situation.
- 6.3 Never become sexually or intimately involved with a person under 18 years of age, regardless of local laws on age of majority and consent. Not knowing a person's real age is not a justification.
- 6.4 Never exchange money, a job, or goods and services for sexual activities.
- 6.5 Never have sexual or intimate relationships with beneficiaries, whether during work hours or on personal time. Beneficiaries represent a particularly vulnerable group due to the unequal power relationships they have with the Foundation's collaborators.
- 6.6 Never accept or solicit sexual services, whether during work hours or on personal time.

## **7. Applying the Code of Ethics**

- 7.1 Collaborators agree to comply with all of the provisions in this Code of Ethics. In the event of non-compliance, the Foundation will take the appropriate measures, which may include reporting to local and/or Canadian authorities.
- 7.2 Collaborators who witness or who are victims of any misconduct contained in this Code of Ethics agree to report any such conduct to the Foundation. Collaborators will disclose this information to the person in charge of their assignment at the Foundation or to the person in charge of this person. The Foundation will ensure that each situation is dealt with in a timely manner while respecting the confidentiality of the information that is disclosed.

I, the undersigned, \_\_\_\_\_ declare that I have read this Code of Ethics, that I understand the provisions, and that I agree to comply with them. I am aware that a breach of this code may result in penalties and that a serious breach could result in immediate dismissal.

In witness whereof, I have signed this \_\_\_\_\_

\_\_\_\_\_  
Signature