



CAUSE Canada Code of Conduct

Inspired by faith in Christ, CAUSE Canada strives to be a catalyst for global justice; providing sustainable integrated community development in rural West Africa and Central America through authentic, collaborative, long-term relationships. CAUSE Canada's work is rooted in its foundation of faith, dignity, and justice.

In order to remain true to our mission and values, it is critical that we commit to our Code of Conduct as individuals, as an organization, as well as in our relationships with partners, beneficiaries and to all others associated with our work.

This Code of Conduct provides guidance on expected behaviours of CAUSE Canada Employees and Related Personnel both during and outside normal working hours, including CAUSE Canada's Canadian and country office employees; those in partnership; subgrant or recipient agreements with CAUSE Canada; national and international consultants; individual and corporate contractors; board members; interns; and volunteers. All the categories of persons, organizations, or groups referred to above and to whom this Code of Conduct is binding upon are hereafter referred to as "a CAUSE Canada Agent or CAUSE Agents".

This Code of Conduct reinforces our commitment to provide a professional, safe and respectful work environment characterized by mutual respect, integrity, dignity and non-discrimination.

As a CAUSE Canada Agent, I will:

1. Treat all people with respect and dignity, promote human rights and oppose criminal or unethical activities.

I will ensure that my conduct is consistent with the human rights framework¹ to which CAUSE Canada subscribes. I will always seek to fulfill CAUSE Canada's mission to create solutions to poverty within the scope of the CAUSE Canada's mission and values; demonstrating our core values of faith, dignity, and justice. I will show respect for all persons equally, without discrimination based on race, gender, religion, colour, national or ethnic origin, language, marital status, sexual orientation, age, socioeconomic status, disability, political conviction, or any other distinguishing feature. We will strive to remove barriers to equality.

I will respect the cultures, customs and traditions of all peoples and avoid behaving in ways that are not acceptable in a particular cultural context.

2. Inform CAUSE Canada of any relevant criminal convictions or charges prior to my employment. I will also notify CAUSE Canada if I face any criminal charges during my employment that may impede my ability to perform the duties of my position subject to national legislation. I will neither support nor take part in any form of illegal, exploitative or abusive activities including - but not limited to - fraud, child labor and trafficking of human beings.

¹ UN Convention on Human Rights and International Red Cross Code of Conduct.



3. Uphold the integrity of CAUSE Canada by ensuring that personal and professional conduct is consistent with CAUSE Canada's values and standards.
I will commit to integrity and honesty in all my actions. I will respect the rights of all persons with whom I work and interact, including co-workers, beneficiaries, partners, volunteers, representatives of operational and implementing partners, governments, donors, and other CAUSE Agents.
4. Refrain from accepting outside employment or engage in outside activities which may interfere with the performance of my duties at CAUSE Canada, without prior authorization.
5. Perform official duties and conduct private affairs in a manner that avoids conflicts of interest thereby preserving and enhancing public confidence in CAUSE Canada. My actions will be free of any consideration of personal gain. I will declare any financial, personal, family (or close personal relationship) interest which may impact the work of CAUSE Canada. I will avoid participating in any activities related to the procurement of goods or services, or in human resource activities, where a conflict of interest may arise. Should such conflicts arise, I will disclose them to my supervisor in accordance with CAUSE Canada's policy.
6. Safeguard and responsibly use information, equipment, money, and resources to which I have access by reason of my employment or engagement with CAUSE Canada. I will exercise due care in all matters of official business, and safeguard all confidential information about donors, beneficiaries, colleagues, CAUSE Agents, and other work-related matters.
7. Protect, manage and utilize CAUSE Canada's human, financial, IT and material resources efficiently and effectively, understanding that these resources have been provided to CAUSE Canada for the benefit of its beneficiaries. I will direct external media and information requests through either the Executive Director, Board Chair, or Board Designate. I will responsibly use and appropriately account for all CAUSE Canada money and property (e.g., vehicles, office equipment, computers, email, internet, and intranet use).
8. Safeguard the health, safety, security and well-being of CAUSE Canada employees, volunteers, consultants, partners, and other CAUSE Agents as a necessary condition for effective and consistent performance. I will remain aware of and comply with all instructions designed to protect my health, welfare and safety. I will always consider the safety of staff (including volunteers and other personnel) in operational decisions. I will comply with local and corporate security and safety management guidelines, and behave in such a way as to avoid any unnecessary risk to the health, safety, and welfare of myself and others, including partner organizations and beneficiaries. I will ensure that I am fit to safely and reliably perform my work duties, free from impairment due to alcohol and/or drugs on CAUSE Canada premises or in CAUSE Canada vehicles both during and outside of office hours.
9. Treat all people with respect and dignity. I will challenge any form of harassment, discrimination, intimidation, exploitation or abuse and prevent, oppose and combat all exploitation and abuse of beneficiaries. I will not engage in or tolerate any form of harassment in the workplace, including sexual harassment or abuse of power.



- 10. Refrain from soliciting favours, loans or gifts from staff, partners, beneficiaries and suppliers, nor will I accept unsolicited ones that are of more than token value.

CAUSE Canada employees hold a privileged position of power and trust in relation to our beneficiaries, partners and communities we come from and serve. In carrying out CAUSE Canada’s mission, I understand that it is important not to abuse my own position of power and these unequal relationships in any way.

I will never request any service or favour from beneficiaries in return for protection or assistance. I will never engage in any exploitative relationships – sexual, emotional or financial – with beneficiaries. In compliance with international standards, I will not have sexual relations with children (defined as under 18 years old) or with beneficiaries. Should I find myself in such a relationship, or contemplating such a relationship, I will report this to the headquarters for appropriate guidance in the knowledge that this matter will be treated with due discretion and review.

- 11. Protect the natural environment and work in a sustainable way.

I understand that violation of any of the above Code of Conduct may result in immediate disciplinary action up to and including termination of contract with CAUSE Canada, without notice or pay in lieu of notice, in addition to possible civil, criminal or regulatory action.

All of us have a responsibility and an obligation to report code violations. As such, I also commit to reporting any violations of this Code of Conduct without fear of recrimination to my supervisor, or in confidence to ethics@cause.ca.

This signed acknowledgement will be placed in the human resources file of each employee.

[name]

[position]

[signature]

[date]

[signature of witness]

[date]

Updated and Approved by the CAUSE Canada Board of Directors, 10 June 2020.