



CLIMATE EQUITY REFERENCE
PROJECT
CANADA 

CODE OF CONDUCT

Version 1.0
22 April 2019

INTRODUCTION

In keeping with its vision and values, Climate Equity Reference Project Canada (CERP Canada) is committed to maintaining the highest degree of ethical conduct amongst all its staff and associated personnel. To help increase understanding, this Code of Conduct details CERP Canada's expectations of employees in key areas.

SCOPE AND PURPOSE

This Code of Conduct applies to all contracted staff, international and local, employed by CERP Canada, including interns, as well as volunteers and board members.

The purpose of this Code of Conduct is to set out the conduct expected of CERP Canada staff whilst under working for and representing to the organization, and forms part of all contracts of employment. The Code is applicable at all times. Breaches of the Code of Conduct are grounds for disciplinary action, up to and including dismissal.

Whilst recognizing that local laws and cultures differ considerably from one country to another, and even though CERP Canada is an organization incorporated in Canada, we work in an international policy space, and therefore the Code of Conduct is developed from international and UN standards. CERP Canada staff are expected to uphold local law wherever they operate, except where the Code of Conduct is more stringent, in which case the Code applies.

MISSION

CERP Canada's mission is to work towards a world in which the dual crisis of climate disruption and intolerable levels of inequality are addressed together for a climate-safe world where everyone can enjoy a life in dignity and free from poverty.

In pursuit of this mission we work with our civil society and social movement partners to produce scholarship and support campaigns that highlight the crucial importance of equity for an effective and just climate transition while also helping to address poverty and inequality in the world.

REVIEW AND REAFFIRMATION

The board of directors of CERP Canada shall review this Code of Conduct annually. Subsequent to the review of the Code (and its revision, as appropriate), each person that was originally required to sign the Code and who remains in an ongoing relationship with CERP Canada shall likewise review and reaffirm, by signature, the Code in its then-current form.

CODE OF CONDUCT STANDARDS

As an CERP Canada employee, contractor, volunteer, intern or board member, I will:

Uphold the integrity and reputation of CERP Canada by ensuring that my professional and personal conduct is consistent with CERP Canada's values and standards

- I will treat all people fairly with respect and dignity
- When working in an international context or travelling internationally on behalf of CERP Canada, I will be observant of all local laws and be sensitive to local customs
- I will seek to ensure that my conduct does not bring CERP Canada into disrepute and does not impact on or undermine my ability to undertake the role for which I am employed

Not engage in abusive or exploitative conduct

- I will not engage in sexual activity with children (persons under the age of 18). Mistaken belief in the age of a child is not a defence
- I will not exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour.
- I will not engage in sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics
- I will not engage in any commercially exploitative activities with children or vulnerable adults including child labour or trafficking
- I will not physically assault a child or vulnerable adult
- I will not emotionally or psychologically abuse a child or vulnerable adult

Ensure the safety, health and welfare of all CERP Canada staff members and associated personnel (volunteers, interns and contractors)

- I will adhere to all legal and organizational health and safety requirements in force at my location of work
- I will comply with any local security guidelines and be pro-active in informing management of any necessary changes to such guidelines
- I will behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organizations and communities with whom we work

Be responsible for the use of information, assets and resources to which I have access by reason of my employment with CERP Canada

- I will ensure that I use CERP Canada assets and resources entrusted to me in a responsible manner and will account for all money and property
- I will not use CERP Canada equipment, software or e-mail and social media platforms to engage in activity that is illegal under local or international law or that encourages conduct that would constitute a criminal offence. This includes any material that intimidates or harasses any group based on protected characteristics, or encourages extremism
- I will not use CERP Canada equipment to view, download, create, distribute or save in any format inappropriate or abusive material including but not limited to pornography or depictions of child abuse

Perform my duties and conduct my private life in a manner that avoids conflicts of interest

- I will declare any financial, personal or family (or close intimate relationship) interest in matters of official business which may impact on the work of CERP Canada
- I will not be involved in awarding benefits, contracts for goods or services, employment or promotion within CERP Canada, to any person with whom I have a financial, personal, family (or close intimate relationship) interests
- I will seek permission before agreeing to being nominated as a prospective candidate for elected office or another official role for any political party
- I will not personally accept significant gifts or any remuneration from governments, communities with whom we work, donors, suppliers and other persons which have been offered to me as a result of my employment with CERP Canada

Uphold confidentiality

- I will exercise due care in all matters of official business, and not divulge any confidential information relating to colleagues, work-related matters or any sensitive information unless legally required to do so

COMPLAINTS AND REPORTS

CERP Canada staff are obligated to bring to the attention of the relevant manager or to the board of directors any potential incident, abuse or concern that they witness, are made aware of, or suspect which appears to breach the Standards contained in this Code. CERP Canada staff reporting concerns are protected by the Disclosure of Malpractice in the Workplace ("Whistle blower Protection") policy.

Staff members who have a complaint or concern relating to breach of the Code should report it immediately to the Executive Director. If the staff member does not feel comfortable reporting to the Executive Director (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to a member of the board of directors.

Staff members receiving reports or concerns are obliged to action or refer the report immediately as appropriate.

RELATED POLICIES

1. Safeguarding policy
2. Anti Bullying and Harassment policy
3. Disclosure of Malpractice in the Workplace ("Whistle Blower Protection") policy

In accepting or continuing my appointment, I undertake to discharge my duties and to regulate my conduct in accordance with the requirements of this Code.

Name:

Signature:

Date: