



L'Arche Canada Code of Conduct Policy

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Approval Body: Board

Policy Area:

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Policy Review Date:

Translator's Initials:

In order to fully live out our mission and to be accountable to our own standards and to the human rights of people with and without disability, L'Arche Canada and its communities need to be particularly pro-active in safeguarding and protecting members.

All personnel and volunteers of L'Arche Canada and its communities are expected to follow a code of conduct while on L'Arche property, or representing L'Arche in any activity, treating everyone with respect and dignity. All personnel and volunteers will obey provincial and federal laws and adhere to the policies and procedures that are established by L'Arche Canada and the community.

Scope:

This code of conduct policy applies to L'Arche Canada and all its member communities and projects. It is the responsibility of each community to ensure that their policies and practices meet or exceed the standards set out in the L'Arche Canada Code of Conduct policy.

This Code of Conduct applies to all people taking part in the life of L'Arche, whether employed or in a voluntary capacity, including but not limited to any person who is in a direct or indirect caregiving, working and/or personal relationship with a L'Arche assistant, leader at any level, employee, board member, friend, volunteer, or any person who provides any type of accompaniment, coaching, or mentoring support for a community or individuals.

Implementation

L'Arche Canada takes the following measures to ensure the effective implementation of this policy:

All employees, volunteers or any individual providing accompaniment of any kind, coaching or mentoring in any L'Arche communities are required to sign in acknowledgement and consent to the terms of this policy prior to or at the time of their appointment, and to read and review this policy annually thereafter (see policy acknowledgement, last page.)

L'Arche Canada and its communities will ensure that training on L'Arche Canada's Code of Conduct policy takes place annually.

Code of Conduct

The mission of L'Arche requires that our personal and professional behaviour be of the highest standard. Participants in the life and mission of L'Arche, must commit to the following standards and principles:

1. Treating every person with dignity and respect.
2. Not discriminating on the basis of race, gender, religion, colour, national or ethnic origin, language, marital status, sexual orientation, gender identity, age, ability, political conviction, or social status.
3. Representing and promoting the values of the mission of L'Arche
4. Facilitating open and honest communication within L'Arche, while maintaining the highest degree of confidentiality in professional matters and interpersonal relationships
5. Using the proper channels of communication in order to protect the integrity of our working environment and/or community life
6. Reporting any witnessed or suspected unacceptable behaviours.

Therefore, the following behaviours contradict these standards and are unacceptable in L'Arche Canada and its communities:

1. Violent acts, threatening or using physical force against others;
2. Abuse or harassment of any kind;
3. Sexual activity or any form of coercion in the following power relationships: accompaniment, mentorship, leadership, supervision - regardless of the age of majority, or the age of consent locally (consent cannot be given in this relationship because of the inherent unequal power dynamics). It is important to note that any form of coercion is unacceptable in any relationship.
4. Any sexual activity between an assistant/employee/volunteer and a person with an intellectual disability;
5. Theft, fraud or improper use of the assets, funds, property, or records of L'Arche or of any member of L'Arche, including falsification of records/documents;
6. Unauthorized disclosure of confidential or sensitive information;
7. Inappropriate consumption of alcohol, cannabis or personal medication while carrying responsibility; inappropriate consumption is anything that would register above the legal driving limit.
8. Possession, distribution, use, sale, or transfer of illegal drugs; possession of dangerous or unauthorized materials or weapons on L'Arche property;
9. Any action placing the safety and well-being of persons with an intellectual disability at risk;
10. Knowingly violating ANY L'Arche policies, procedures and guidelines.

Review

This policy will be reviewed annually by L'Arche Canada.

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Acknowledgement

Your signature below signifies that you have read and understood all aspects the L'Arche Canada Code of Conduct Policy on the preceding pages and that you are prepared to follow it. If there is something you need clarified, please ask before signing this document. A copy of this policy will be provided to you upon your signature.

Signature

Date

Print name