

Code of Conduct to Prevent and Combat Sexual Violence



POLICIES AND PROCEDURES POL RH09

Entry into force: July 1st, 2019

Executive Committee Resolution



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Code of conduct

To prevent and combat harassment, exploitation and sexual abuse

Introduction

The Executive Committee of C2D Services is committed to preventing and combating sexual violence, to ensuring the implementation of practices that will provide protection and apply to our staff and the communities we serve. We recognize that we have a duty to care for all those involved in our work and are aware of the power imbalances inherent in intersectionality and international development.

We are determined and committed to creating safe work environments and programs that foster a climate of respect, promote gender equality and are free from gender-based violence. We are committed to fighting abuse of power, to systematically intervene, to hold offenders accountable and to protect and support vulnerable people.

This document is an integral part of the institutional policies of C2D Services. The content is based on Canada's international commitments to prevent and combat sexual harassment, exploitation and abuse in the area of international development, and to facilitate and properly manage reports.

1. OBJECTIVES

The purpose of this Code of Conduct is to affirm C2D Services' commitment to preventing and combating sexual harassment, exploitation and abuse within its business and within each of its initiatives in Canada and abroad. It defines unacceptable and intolerable behavior in relation to the values of the company and its mission and establishes a frame of reference within which each individual must intervene in order to maintain a work environment free of violence, sexual exploitation and abuse.

It defines the roles and organization's responsibilities in regard to the application and the respect of this code. Moreover, it specifies the procedures for an equitable and confidential investigation as well as the disciplinary measures which will be applied in the event of non-compliance with the code. It also establishes company's confidential reporting mechanisms and soon via its website, accessible to human resources abroad and to project beneficiaries.

2. SCOPE

No one is exempt from following this code. This Code of Conduct applies to all company personnel and at all levels, including, but not limited to, the following locations and contexts:

- › Workplaces in Canada and abroad;
- › In meetings, trainings, missions or social activities organized by the company.

3. DEFINITIONS

Sexual abuse

Any physical intrusion of a sexual nature committed by force, under coercion or in favor of an unequal relationship, or the threat of such an intrusion. Any sexual activity with a child is considered to be sexual abuse. Not knowing the age of a child or making a mistake in this respect can not be invoked as a mitigating factor.

Sexual assault

Sexual act, with or without physical contact, committed by an individual without the consent of the person concerned or, in some cases, including that of the children, through emotional manipulation or blackmail. It is an act of subjugating another person to one's own desires by an abuse of power, the use of force or coercion, or an implicit or explicit threat.

Consent

Agreement given to participate in sexual activity, which may be withdrawn at any time. It must be voluntary rather than imposed or forced because of an abuse of power (derived from its situation, identity or physical characteristics). The consent must be enthusiastic (the absence of no is not a yes). Consent can not be obtained from an intoxicated or unconscious person.

Sexual exploitation

Enjoying or attempting to take advantage of a state of vulnerability, an unequal power relationship or relationships of trust for sexual purposes, including but not limited to gaining a financial, social or economic benefit policy.

Sexual harassment

All forms of repeated or unwanted attention or advances with sexual connotations (insistent glances, words, gestures, touching, threats, proposals, vulgar jokes, posting of pornographic material, humiliating or denigrating, etc.) that provoke the discomfort and fear and threaten the well-being or employment of a person.

Social stigma

Negative perceptions and social disapproval of survivors of sexual violence, which can lead to shame and guilt (because the survivor imagines that they have deserved or caused the violence). Stigma prevents people from reporting their experiences and seeking support.

Sexual violence

Sexual violence is the expression of a relationship of dominance of one individual over another through a sexual act, committed without consent. They represent an infringement of fundamental rights, dignity, security, physical integrity and psychological integrity, and have serious repercussions for the individuals who suffer from it. Sexual abuse, used in the plural, encompasses a range of acts including verbal harassment, sexual exploitation, sexual assault and sexual abuse. It is defined by the World Health Organization as: "Any sexual act, attempt to obtain a sexual act, comment or advance of a sexual nature, or acts aimed at trafficking or otherwise directed against the sexuality of a person using coercion, committed by a person regardless of their relationship with the victim, in any context, including, but not limited to, home and work.

4. CODE OF CONDUCT

The abuse of power and trust violates human rights. It undermines the efforts to address gender inequalities and empower women and girls to reach their full potential.

C2D Services has no tolerance for people who abuse their position or authority to sexually exploit or abuse the people they work with or are supposed to help. C2D Services is committed to systematically taking appropriate disciplinary action when such breaches are committed by its human resources, suppliers or service providers.

Anyone working for C2D Services has the responsibility to intervene and address these issues by adopting exemplary practices. Moreover, we can all help reduce the number of cases of harassment, exploitation and abuse, and ensure that witnesses and victims receive the support they need.

Reporting is fundamental in the fight against sexual violence. An individual who witnesses a situation of exploitation or sexual abuse must intervene in favor of the victim if the situation allows (without endangering or harming the victim by causing stigmatization in a role of powerless victim), and report it to one of the individuals in charge, or report it anonymously through the whistleblower's website.

An individual who is the victim of sexual violence is strongly encouraged to report it so that the company can intervene to stop the violence and to protect all its staff by demonstrating that such behavior is not tolerated. C2D Services guarantees the confidentiality of the process, and recognizes the right of the victim to be in control of their reporting process and to choose the steps they wish or do not wish to undertake.

5. FUNDAMENTAL PRINCIPLES ¹

- 1 Exploitation, harassment, assault, abuse and sexual violence constitute grounds for dismissal.
- 2 Sexual activity with minors (under 18 years of age) is prohibited, regardless of the age of consent of the country where these acts occur.
- 3 The exchange of money, employment, goods or services for sexual favors is prohibited.
- 4 Sexual relations between the staff of the international development executing agencies and the members of the local community they support are highly discouraged because they are based on unequal power dynamics.
- 5 When a staff member develops suspicions of abuse or exploitation, these doubts must be reported through the provided mechanisms.
- 6 Staff must create and maintain an environment that condemns sexual exploitation and abuse and promotes compliance with the Code of Conduct. C2D Services managers have specific responsibilities and must develop procedures that maintain a safe environment, both in Canada and internationally.

¹ Source: fundamental principles as defined by the International Criminal Court for the humanitarian sector.

6. STAFF COMMITMENTS

The following are the commitments to which the staff and external collaborators in service must adhere (these commitments will be annexed to their contracts):

- › Never engage in any form of sexual exploitation or abuse of anyone, regardless of age;
- › Never exchange money, employment, goods or services for sexual relations or favors. Any form of humiliating, degrading or exploitative behavior is prohibited;
- › Not engaging in sexual activities with members of the targeted communities (ie people who benefit from the company's initiatives, and vulnerable people in the countries where these initiatives are taking place). These practices are prohibited as they are in and of themselves based on unequal power dynamics. Such relationships undermine the credibility and integrity of the work and international aid. This restriction applies during and outside working hours. If, however, a company or a project staff member develops a consenting romantic relationship with a person from the targeted community, they must inform the individuals in charge. Furthermore, in the spirit of transparency, they are encouraged to maintain adequate communication;
- › Never accept or solicit sexual services for compensation. This rule applies during working hours and outside;
- › Ensure that all confidential information, including reports of breaches of these standards by colleagues, obtained from members of local communities or colleagues, is handled properly and with the utmost confidentiality, with a view to protecting the victim and avoid stigma;
- › Ensure that reports of violations of these standards are provided to the designated by the employer in the established procedures while respecting the rights and dignity of all stakeholders.

7. TREATMENT OF SIGNALS

Reporting is fundamental in the fight against sexual violence. The report represents an act of trust and courage which is recognized as such by C2D Services. To improve the reporting rate, it is important to foster an environment in which staff, partners and vulnerable groups feel safe in the event of a report. Reporting a person's discomfort or fears, even if wrongdoing has not been committed by that person, can help prevent harmful behavior. Following the preventive report, C2D Services is committed to intervene with the person concerned in the report.

The person who witnesses a situation of exploitation or sexual abuse must intervene in favor of the victim if the situation allows (without endangering or harming the victim by causing their stigmatization as a powerless victim), and report it to one of the individuals in charge, or report it anonymously through the whistleblower's website.

An individual who is the victim of sexual violence is strongly encouraged to report it so that the company can intervene to stop the violence and protect all its staff by demonstrating that such behavior is not tolerated. C2D Services guarantees the confidentiality of the process, and recognizes the right of the victim to be in control of their reporting process and to choose the steps they wish or do not wish to undertake. C2D Services guarantees confidentiality and offers the possibility to report anonymously via its website.

An individual witnessing or a victim of an act of sexual exploitation or abuse is asked to record the date and a description of the incident experienced or observed in as much detail as possible to guide those responsible to take appropriate action. Any report will be taken into consideration, whether anonymous or not, and all

suspected cases will be investigated. The more details the report contains, the more it will be possible for the company to act adequately.

C2D Services:

- › Ensure that the designated officials are properly trained (on how to welcome survivors, respond appropriately to complaints of sexual violence, and non-discrimination of victims and myths related to rape in particular) and will have the necessary tools and references at their disposal to handle and track the report;
- › Use at the time of recruitment, job descriptions representative of the organization's expectations for the prevention of sexual violence and will use sexual violence questions or scenarios in an interview to validate that the resource adheres to the values of the company in terms of prevention and the fight against sexual violence.
- › Release working time so that the designated persons in charge can perform the duties assigned to them;
- › Ensure that any allegations are investigated and that the perpetrators are held accountable, including prosecution, dismissal, or both, as appropriate;
- › Promote co-operation and transparency within the sector in the establishment of measures to prevent re-employment of persons who have committed sexual violence in the sector.

The individuals in charge must mainly:

- › Inform staff about the company's Code of Conduct for preventing and combating sexual exploitation and abuse;
- › Receive reports;
- › Protect the confidentiality of reports and ensure the protection of victims, in particular by avoiding placing them in a context where they must be in the presence of the person targeted by their report, but without damaging their reputation or the pursuit of their activities professional development and career development;
- › Record any reports in a confidential database, ensure proper follow-up and report to stakeholders, respecting the confidentiality of the evidence and the rights and dignity of the persons involved;
- › Seek external resources as needed to determine the steps to be taken;
- › Inform the authorities concerned if the situation requires it, and collaborate fully in any investigation following a report of sexual violence, in a victim-centered approach;
- › Develop intervention plans adapted to each case to stop the situation by respecting the limits of the steps that the victim is ready to undertake;
- › Communicate appropriately with teams to avoid rumors, speculation and internal and external messages (including on social media) that may affect the rights and dignity of the individuals involved, the treatment of reporting and the reputation of the initiative and the company.

The individuals in charge designated by the employer are as follows:

<p>Lucie LALANCETTE Managing Partner lalancettel@c2dservices.com Montreal, +1 514 812 4418</p>	<p>Vincent DEHON Director Administration, Finance and Operations dehonv@c2dservices.com Montreal, +1 514 523 5794</p>
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8. PRINCIPLES OF INTERVENTION

C2D Services is committed to:

- › Take charge of the report as soon as possible;
- › Preserve the dignity and privacy of the individuals concerned, that is, the person who made the report, the individual who is the subject of the report and the witnesses;
- › Ensure that all concerned are treated with humanity, fairness and objectivity and that adequate support is provided;
- › Protect the confidentiality of the intervention process, including the reporting of information;
- › Ensure the protection of victims, in particular by avoiding placing them in a context where they must be in the presence of the person targeted by their report, but without damaging their reputation or the pursuit of their professional activities and their career development;
- › Conduct a prompt and objective review of the situation or assign it to a specialized and neutral external resource as the situation requires. The persons concerned will be informed of the conclusion of this process;
- › Record any reports in a confidential database, ensure proper follow-up and report to stakeholders, respecting the confidentiality of the evidence and the rights and dignity of the persons involved;
- › Communicate appropriately with teams to avoid rumors, speculation and internal and external messages (including on social media) that may affect the rights and dignity of the individuals involved, the treatment of reporting and the reputation of the initiative and the company;
- › Take all reasonable measures to resolve the situation, including, in particular, the appropriate disciplinary measures. Anyone who breaches the Code of Conduct will be subject to appropriate measures, depending on the severity and consequences of the actions and the individual's previous record;
- › If the investigation does not establish that there has been unacceptable behavior, all material evidence will be retained for two years and subsequently destroyed. In such a case, anyone who has been involved in the reporting and investigation process will be treated fairly, with due regard for their rights and dignity. Their career progression will not be affected, and the company will take care to limit their interactions, if relevant.

Appendix A | Undertaking by employer-designated individuals in charge

I hereby declare my commitment to comply with this Code and ensure that my intervention will be impartial, respectful and confidential.



June 21st, 2019

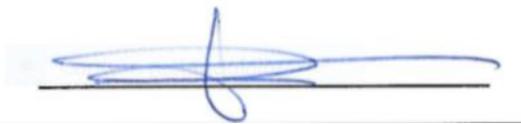
Lucie LALANCETTE, Managing Partner

Date

lalancettel@c2dservices.com

Montreal, +1 438 968 5502

I hereby declare my commitment to comply with this Code and ensure that my intervention will be impartial, respectful and confidential.



June 21st, 2019

Date

Vincent DEHON, Director Administration, Finance and Operations

dehonv@c2dservices.com

Montreal, +1 438 968 5502



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