



Rooftops Canada
Abri international

ROOFTOPS CANADA - ABRI INTERNATIONAL CODE OF CONDUCT POLICY - November 2023

PURPOSE

The purpose of this policy is to guide Rooftops' Staff, Board Members, Board Committees, Partners, Young Professionals, Technical Advisors, Volunteers, Interns, and others who are associated with achieving RC's vision and mission with acceptable conduct. This Code of Conduct is designed to provide clear guidance to our Staff and Associates for conducting themselves in a manner that is consistent with their role and commitment to our values and to provide examples of conduct that will always be unacceptable. Our Code of Conduct is designed to ensure compliance with related Policies, full disclosure of suspected or alleged breaches of the expected standards of conduct, and to maintain the professional standing of the organization so that we can achieve our mission of improving housing and building sustainable communities in the Global South through partnerships with local organizations as the international program of Canada's cooperative and social housing movement. This policy will ensure that our Staff and Associates who hold diverse duties towards the organization are responsible, transparent, and accountable for all their actions and inactions.

APPLICATION AND SCOPE

1. This Code of Conduct is binding on all Rooftop's Staff and Associates. Associates include Board Members, Board Committees, Partners, Young Professionals, Technical Advisors, Volunteers, Interns, and others associated with achieving Rooftops's vision and mission. Staff and Associates are required to sign an acknowledgment to prove that they have read, understood, and intend to abide by this Code of Conduct.
 - a) Rooftops Canada Staff and Associates are ambassadors of the organization. Actions and behaviors during and outside of working hours (whether inside or outside of the office environment, in overseas work or travel) can enhance or hinder our reputation. As such, Rooftops Staff and Associates are responsible for managing their behavior within

and beyond our work in accordance with this Code of Conduct and associated Policies and procedures.

b) Everyone, regardless of their position in Rooftops or associated status with the organization is entrusted with responsibilities regarding transparency and accountability, and to create working environments that support our Staff and Associates so that we all can uphold these standards of conduct.

c) Partners have a responsibility to ensure that their respective participating employees and communities are aware of this Code of Conduct and that they understand what it means in concrete behavioral terms and how it applies to the program context.

2. This Code of Conduct should be read in conjunction with local legislation, especially the CSIS Code of Conduct of GAC. However, should this Code of Conduct demand a higher standard than the local legislation, this Code will prevail. This Code should also be read and understood in conjunction with the following associated Rooftops Canada's Policies, as may be amended from time to time:

a) SEA - Sexual Exploitation and Abuse Prevention and Response Policy, November 2023.

b) Code of Ethics, Operational Standards, and Financial Accountability Policy, November 2023.

c) Discrimination, Harassment Prevention, Accommodation, and Accessibility Policy And Procedure, 2022.

d) Gender Equality Policy, November 2023

PROCEDURE

1. **Discrimination, Violence, and Harassment:** To uphold and promote the highest standards, Rooftops' Staff and Associates shall always:

a) Respect and promote fundamental human rights without discrimination and act with integrity.

b) Treat all communities that Rooftops Canada collaborates and seeks to collaborate with (including but not limited to communities in sub-Saharan Africa, co-operatives, and

potential partners), fairly and with respect, courtesy, dignity, and according to international laws and standards.

c) Refrain from using physical force that could cause physical injury.

d) Refrain from harassment, including sexual harassment of any individual or group of people.

e) Contribute to maintaining a violence and harassment-free environment by reporting knowledge, concerns, or substantial suspicions of breaches of this Code of Conduct in an appropriate manner as prescribed in this Code of Conduct.

2. **Exploitation:** To protect all stakeholders in all situations, staff and representatives shall always, adhere to the following standards of behavior. Staff and representatives must not:

a) Engage in any sexual activity with a child or children (under the age of 18) regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defense.

b) Act in ways that may place a child, vulnerable person, or anyone at risk of abuse, including not giving due consideration to assessing and reducing potential because of implementing activities. Behaviors and actions that are prohibited when dealing with a child, vulnerable person, or anyone include, but are not limited to, using inappropriate language or behavior, bullying and harassment, physical harm or punishment, and exposure to pornography including online grooming and trafficking. Whenever possible, in their professional work, representatives should avoid being alone with a child, vulnerable person, or anyone at risk of abuse.

c) Consume, purchase, sell, possess, and distribute any forms of illicit content.

d) Exchange money, employment, goods, or services for sex or favors, including sexual favors or other forms of humiliating, degrading, or exploitative behavior. This includes the buying of or profiting from sexual services as well as the exchange of assistance that is due to stakeholders for sexual favors.

e) Exploit the vulnerability of any target group in the context of development, human rights, and advocacy work, especially women and children, or allow any person/s to be put into compromising situations. Never abuse a position to withhold participation or program opportunities or give preferential treatment; to solicit sexual favors, gifts, payments of any kind, or advantage.

f) Engage in sexual relationships with members of crisis-affected populations given their increased vulnerability and since such relationships involve inherently unequal power dynamics and undermine the credibility and integrity of aid and human rights work.

3. Safeguarding Information and Equipment: Staff and Associates must

a) Use Rooftops Canada's technology and equipment for appropriate professional use, ensuring not to violate this Code of Conduct.

b) Protect and safeguard any personal information collected from individuals and communities that could put them at risk because of Rooftops' work, especially personal information derived from partner organizations.

c) Obtain written permission or in exceptional cases, verbal informed consent from an individual, especially from the parent/guardian of a child when taking pictures or videos as project documentation deliverables. How the photograph or video will be used must be explained and the extent of the accompanying identification information agreed upon. (NOTE: where informed consent cannot be reasonably obtained, staff and Associates must limit the identifying details of the photographed subject) Rooftop's partners are encouraged to produce their consent forms in accordance with this policy.

d) Strive for active listening, be self-aware and mindful of allowing space for others' participation, and value both dissonance and consonance in building working relationships.

4. Drugs, Alcohol, and Weapons: Staff and Associates, while carrying out their professional role in Canada or abroad, and during the full period of international travels must not:

a) Consume, purchase, sell, possess, or distribute illegal drugs.

b) Visit bars, restaurants, or other premises where minors are exposed sexually.

- c) Drive a vehicle when under the influence of alcohol or other substances.
- d) Drink alcohol or use any other substances in a way that affects her/his ability to carry out her/his role or affects the reputation of Rooftops Canada.
- e) Carry about their person as, or in their luggage, any weapons or ammunition.

5. **Fraud, Corruption, and Unethical Financial and Operational Practices:** In exercising their professional role, Staff and Associates must:

- a) Be transparent, accountable, and honest in all work-related financial transactions. Budget surpluses must be documented, reallocated, and approved in a transparent way.
- b) Ensure that financial and other resources are used solely for the intended purpose.
- c) Conduct all business in accordance with national and international laws and standards.
- d) Declare any known or potential conflicts of interest to their line manager, in the case of staff, or to the Executive Director as the case may be.
- e) Ensure, where possible, that goods and services purchased are produced and delivered under conditions that do not involve the abuse or exploitation of any persons and have the least negative impact on the environment.
- f) Always strive for the highest health, safety, and environmental standards in all program work.

6. **Duty of Care:** In exercising their professional role, Staff and Associates must not:

- a) Steal, misuse, or misappropriate funds, property, or any other income.
- b) Engage in abusive transactions, forging of documents, money laundering, taking of commissions, or influencing tender process for benefit or illegal activities.
- c) Take part in activities that generate personal, organizational, or collective profit such as buying or selling when such activities may affect, or appear to affect, Rooftops Canada's credibility or integrity.

d) Share the profits such as kickbacks, cuts, or discounts for improper personal or organizational benefits.

e) Accept any gifts or other favors that may influence the performance of staff functions or duties. Gifts are defined as, but not limited to services, travel, entertainment, and material goods, among others. To respect national and local traditions and conventional hospitality, minor tokens, and gifts may be accepted but fully disclosed to the Executive Director.

f) Knowingly use illegal labour, child labour, or forced labour.

g) Use or distribute known unsafe products or supplies in any program setting.

7. **Knowledge of the Code, Complaints, and Disciplinary Procedures:** All Staff and Associates have an individual responsibility to familiarize themselves with this Code of Conduct and its purpose. The Code of Conduct will be a mandatory element of orientation and all other relevant training and briefings. This document automatically forms part of all contracts of employment. When anyone becomes aware of a breach of this policy, Staff and Associates are encouraged to.

a) Report to her/his Line Manager and the Executive Director of Rooftops Canada.

b) If the breach involves a Partner, Young Professionals, Technical Advisors, Volunteers, Interns, and others who are associated with achieving Rooftops's vision and mission, Staff and Associates with information of the breach should report to the Project Officer and the Executive Director of Rooftops Canada. All complaints shall be escalated to the Executive Director.

c) If the breach involves a management staff, it should be reported to the Executive Director. However, if a breach involves the Executive Director, it should be reported to the President of the Board of Directors.

d) Contact information for Rooftops Staff and Board may change per time, current information will always be available on the organization's website (www.rooftops.ca).

e) All allegations will be investigated fairly. If a Staff or Associate purposely makes a false or misleading allegation, it will be considered misconduct and subject to disciplinary action at the discretion of Rooftops Executive Director or the Board if escalated.

f) Any upheld breach of this Code of Conduct will not be tolerated and may lead to internal disciplinary actions, dismissal, or even criminal prosecution.

8. **Exception to this Policy:** An exception considered a deviation from the provisions of this policy may be authorized by the Executive Director or Board of Rooftops only in justifiable emergency situations.

9. **External Use of this Policy:** While Staff and Associates are required to resort to the process above, members of the community served by Rooftops Canada or the general public can submit a complaint via email, letter or telephone, or in-person to the Executive Director of Rooftops. Stakeholders must be able to lodge their concerns without fear of reprisals or unfair treatment. As far as possible, Rooftops Canada will do its utmost to ensure that complaints are handled with confidentiality and without risking effects on employment or any form of reprisals and/or harassment because of highlighting a genuine problem.

The signatory below has read, understood, and agrees with the content of Rooftops Canada's Code of Conduct Policy, as described above. This Code of Conduct is valid until the staff or associate ceases to work for or with Rooftops Canada. This Code of Conduct shall be subject to periodic revision and review. The signatory accepts the consequences of any violation of any of the above provisions under this Code of Conduct. Staff and associates are individually and collectively responsible for complying with this Code of Conduct.