

KAIROS Code of Conduct

Approved by the KAIROS Steering Committee
October 19, 2018

The Code of Conduct is to be reviewed and signed by **staff, Steering Committee, Circles and committee members; student/interns and significant volunteers, including members of international delegations or those undertaking international travel for KAIROS. Funded KAIROS partners are required to sign this policy or to share evidence of an equivalent policy.** These signatories are also to be provided with, and to acknowledge receipt of, the KAIROS Identity Statement.

A. Discrimination, Violence, and Harassment

To uphold and promote the highest standards, KAIROS staff and representatives shall **at all times**:

1. Respect and promote fundamental human rights without discrimination and act with integrity.
2. Treat all communities that KAIROS seeks to collaborate with (including but not limited to conflict-affected populations, Indigenous peoples and migrants), fairly and with respect, courtesy, dignity and according to international laws and standards.
3. Refrain from using physical force that could cause physical injury;
4. Refrain from harassment, including sexual harassment, of any individual.

B. Sexual Exploitation

To protect all stakeholders in all situations, staff and representatives shall, **at all times**, adhere to the following standards of behaviour. Staff and representatives must not:

1. 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 defence.
2. Act in ways that may place a child at risk of abuse, including not giving due consideration to assessing and reducing potential risks to children as a result of implementing activities. Behaviours and actions that are prohibited include, but are not limited to, using inappropriate language or behaviour when dealing with a child or children, bullying and harassing a child verbally or physically, physical punishment, exposing a child to pornography including on-line grooming and trafficking. Whenever possible, in their professional work, representatives should avoid being alone with a child.
3. Consume, purchase, sell, possess and distribute any forms of child pornography.
4. Exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This includes the buying of or profiting from sexual services as well as exchange of assistance that is due to right holders for sexual favours.
5. 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; in order to solicit sexual favours, gifts, payments of any kind, or advantage.

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6. 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.

C. Communications

Staff and representatives must:

1. Use KAIROS technology and equipment for appropriate professional or private use, ensuring not to violate this Code of Conduct.
2. Protect and safeguard any personal information collected from individuals and communities that could put them at risk as a result of KAIROS' work.
3. Specifically for a child [age 18 or under] or children (including social media activities):
 - a. Obtain written permission or verbal informed consent from a parent/guardian of a child when taking a picture of a child in a portrait or individually or when extensive reporting is made of a child, and the child's face or name is visually identifiable in the photo/film footage for KAIROS. As part of this, the general way in which the photograph or film will be used must be explained and the extent of the accompanying identification information agreed. (NOTE: where informed consent cannot be reasonably obtained, staff must limit the identifying details of the photographed subject.)
 - b. Obtain written permission or verbal informed consent from parents/guardians of children (ideally to be secured in advance of trip) when taking pictures/filming groups of children for KAIROS. As part of this, the general way in which the photograph/film will be used must be explained and the extent of the accompanying identification information agreed. (NOTE: Where photos/films that include children are taken spontaneously or unexpectedly, or where informed consent cannot reasonably be obtained, such as photographs/films footage of people in emergencies, of people taken from a distance, or of children within an all-ages public gathering, children should in these cases not be identifiable through the information accompanying the photo/film footage).
4. Strive for active listening, be mindful of allowing space for others participation and value both dissonance and consonance in building working relationships.

D. Drugs, Alcohol and Weapons

While exercising their professional role in Canada or abroad, and during the full period of international travel for KAIROS, staff and representatives must not:

1. Consume, purchase, sell, possess or distribute illegal drugs.
2. Visit bars, restaurants or other premises where minors are exposed sexually.
3. Drive a vehicle when under the influence of alcohol or other substances.
4. 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 KAIROS.
5. Refrain from using or carrying about their person or in their luggage any weapons or ammunition.
6. Break national or international laws (Note: An exception may be a discerned act of civil disobedience clearly and explicitly pre-authorized by the KAIROS Executive Director or direction from a delegation leader in a life or death security context)

E. Fraud, corruption and unethical financial and operational practices

In exercising their professional role, staff and representatives must:

1. Be transparent, accountable and honest in all work-related financial transactions. Budget surpluses must be re-allocated and approved in a transparent way.
2. Ensure that financial and other resources are used solely for the intended purpose.
3. Conduct all business in accordance with national and international laws and standards.
4. Declare any known or potential conflicts of interest to their manager, in the case of staff, or to the Executive Director (e.g. direct relationship with service provider or suppliers of goods for programs, etc.).
5. 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.
6. Always strive for the highest health, safety and environmental standards in all program work.

In exercising their professional role, staff and representatives must not:

1. Steal, misuse or misappropriate funds, property or any other income.
2. Engage in abusive transactions, forging of documents, money laundering, taking of commissions or influencing tender process for benefit or illegal activities.
3. Take part in activities that generate personal, organisational or collective profit such as buying or selling when such activities may affect, or appear to affect, KAIROS's credibility or integrity.
4. Share the profits such as kickbacks, cuts or discounts for improper personal or organisational benefits.
5. Accept any gifts or other favours that may influence the performance of staff functions or duties. Gifts are defined as, but not limited to: services, travel, entertainment, material goods, among others. In order to respect national and local traditions and conventional hospitality, minor tokens and gifts can be accepted.
6. Knowingly use illegal labour, child labour or forced labour.
7. Use or distribute known unsafe products or supplies in any program setting.

Knowledge of the Code, complaints and disciplinary procedures

All staff and representatives 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 trainings and briefings. This document automatically forms part of all contracts of employment.

Staff and representatives are to contribute to maintaining a violence and harassment-free environment by reporting knowledge, concerns or substantial suspicions of breaches of this Code of Conduct following KAIROS guidelines. Staff members are to report to her/his manager, and all others to the KAIROS Executive Director (unless the action is related to that person in which case the report should be made to the Executive Director or Chair of the Steering Committee, respectively).

Allegations will be investigated fairly. If a staff member or representative purposely makes false or misleading allegations on any action by another staff or representative, this is

considered misconduct and will be subject to disciplinary action at the discretion of the employer.

While staff and representatives are asked to use the process above, members of the community served by KAIROS or the general public can submit a complaint via email, letter or telephone or in person to the Executive Director. Complaints should preferably be submitted by email to concern@kairoscanada.org, which is received by the Executive Director. For further information on how to express concern, consult the KAIROS website. Stakeholders must be able to lodge their concerns without fear of reprisals or unfair treatment. As far as possible, KAIROS 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 as a result of highlighting a genuine problem.

Confidentiality is crucial to achieving satisfactory results, as it protects the complainant, the subject of the complaint and other witnesses. The fact and nature of the complaints, the identities of those involved and documentation resulting from the investigation are to remain confidential and are only shared on a need-to-know-basis with the aim of performing the necessary administrative investigation.

KAIROS members have a responsibility to ensure that their respective participating employees are also aware of this Code of Conduct, that they understand what it means in concrete behavioural terms and how it applies to their program context.

Any upheld breach of this Code of Conduct will not be tolerated and may lead to internal disciplinary actions, dismissal or even criminal prosecution. If a KAIROS member's staff is in breach of any applicable Code of Conduct, the KAIROS Executive Director will enter into dialogue with the member and follow up on how the member deals with this.

Commitment

The signatory below has read, understood and agrees with the content of the KAIROS Code of Conduct Policy, as described above. This Code of Conduct is valid until the staff member or representative ceases to work for, or to represent, KAIROS. 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.

Name: _____

Position: _____

Signature: _____

Date: _____

Place: _____

KAIROS: CANADIAN ECUMENICAL JUSTICE INITIATIVES IDENTITY STATEMENT

Approved by the KAIROS Board of Directors
September 19th, 2003
Updated August, 2012

KAIROS...Canadian churches working together for justice and peace
KAIROS...Faithful action for justice and peace

In a time such as ours....

KAIROS **unites** Canadian churches and religious organizations in a faithful ecumenical response to the call to “do justice, and to love kindness, and to walk humbly with your God” (Micah 6:8).

Informed by biblical teaching, KAIROS **deliberates** on issues of common concern, striving to be a prophetic voice in the public sphere.

Inspired by a vision of God’s compassionate justice, KAIROS **advocates** for social change, amplifying and strengthening the public witness of its members.

Responding to Christ by engaging in social transformation, KAIROS **empowers** the people of God and **is empowered** by them to live out our faith in action for justice and peace, joining with those of goodwill in Canada and around the world.

**KAIROS: INITIATIVES ŒCUMÉNIQUES CANADIENNES POUR LA JUSTICE
DÉCLARATION D'IDENTITÉ**

Approuvé par le Conseil de direction de KAIROS
19 septembre 2003
Mis à jour août 2012

*KAIROS...Des Églises canadiennes œuvrant ensemble pour la justice et la paix
KAIROS...L'action dans la foi pour la justice et la paix*

En de pareils temps

KAIROS **réunit** des Églises et des organisations religieuses canadiennes dans une réponse œcuménique fidèle à l'exigence de l'appel de Dieu : « le respect du droit, l'amour de la fidélité, la vigilance dans ta marche avec Dieu » (Michée 6.8).

Éclairé par les enseignements bibliques, KAIROS **délibère** sur des questions faisant l'objet de préoccupations communes, et s'efforce d'être une voix prophétique dans la sphère publique.

Inspiré par la vision de la justice compatissante de Dieu, KAIROS **lutte** pour le changement social. Il amplifie et renforce le témoignage public de ses membres.

Répondant à l'appel du Christ par son engagement dans la transformation de la société, et s'unissant aux personnes de bonne volonté du Canada et de partout dans le monde, KAIROS **renforce** la capacité du peuple à vivre sa foi dans et par l'action pour la justice et la paix. Il se trouve lui-même **renforcé** dans sa propre capacité à le faire.