

CODE OF CONDUCT AND ETHICS

OF THE ACTORS OF THE SECOURS CATHOLIQUE-CARITAS
FRANCE IN THE FRAMEWORK OF THEIR MISSIONS



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ENSEMBLE,
CONSTRUIRE
UN MONDE JUSTE
ET FRATERNEL



CODE OF CONDUCT AND ETHICS

OF THE ACTORS OF THE SECOURS CATHOLIQUE-CARITAS FRANCE IN THE FRAMEWORK OF THEIR MISSIONS

This Code of Conduct and Ethics sets out the standards of conduct for all SCCF actors. The Code is closely linked to the Caritas Internationalis Code of Ethics, which prescribes the institutional values and practices of Caritas organisations.

Each SCCF player must:

1. VALUES, CONDUCT AND ETHICS

- ▶ respect the values and principles of action of SCCF, which are inspired by the social teaching of the Catholic Church
- ▶ act in good faith and treat others with dignity and respect, creating an environment conducive to diversity;
- ▶ respect human rights as a whole, and prohibit discrimination, harassment, abuse, neglect and exploitation at the expense of the rights of others;
- ▶ refrain from making statements of a racist, sexist, discriminatory or any other offensive nature;
- ▶ act, if necessary, to protect others in case of danger, without endangering their own safety;
- ▶ respect the laws of the country in which they work;
- ▶ respect and be sensitive to the diversity of opinions and beliefs, as well as to the customs and local culture of the countries in which they travel;
- ▶ ensure that he/she and the staff for whom he/she is responsible comply with health and safety regulations and strive to protect others;
- ▶ ensure that its actions do not damage the reputation of the SCCF;
- ▶ carry out its missions without discrimination or prejudice, and maintain the preferential option of the SCCF towards the poor;



- ▶ keep in mind the sensitivities when people manifest or practice their respective beliefs;
- ▶ welcome and build links of solidarity and cooperation with the staff of the Caritas Internationalis network, the Caritas France network and other Caritas organisations.

2. CONFLICT OF INTEREST, COERCION AND CORRUPTION

- ▶ refrain from using the power conferred by the status of SCCF actor to exert pressure or to obtain personal favours or profits in economic, professional, political or sexual terms;
- ▶ declare in writing to his/her manager any potential or actual conflict of interest (financial, personal or family) in areas of SCCF activity or report them through the professional alert line ;
- ▶ refrain from accepting gifts*, bribes or any other form of personal enrichment from beneficiaries, partners or contracting parties under any circumstances.

3. PROTECTION OF CFS ASSETS AND GOOD MANAGEMENT

- ▶ ensure that the assets and intellectual property of the SCCF are not misused and are safe from theft, fraud or other harm;
- ▶ maintain appropriate standards of honesty and integrity in financial accounting.

4. PROTECTION OF CHILDREN AND VULNERABLE PERSONS

- ▶ any form of humiliating, degrading or exploitative behaviour towards children, women and vulnerable adults is prohibited;
- ▶ players are prohibited from using their dominant position or functions to deny assistance or services, or to grant preferential treatment;
- ▶ actors are prohibited from using their dominant position or functions to demand or request payment, privilege or any other benefit;
- ▶ actors are prohibited from causing any physical or emotional harm to children and vulnerable adults;



- ▶ the exchange of money, employment, goods, or services for sex, including sexual favours, is prohibited for Caritas staff and associates;
- ▶ actors are prohibited from engaging in any form of trafficking in persons.

5. PERSONAL CONDUCT IN THE COURSE OF HIS DUTIES

- ▶ refrain from carrying weapons on SCCF premises or sites (whether owned or rented) or during the execution of its missions;
- ▶ refrain from the use of illegal drugs or alcohol in accordance with the laws of the land;
- ▶ observe proper sexual conduct at all times.

6. PREVENTION

- ▶ the SCCF performs background checks on all new players who take on responsibility;
- ▶ awareness-raising is carried out to ensure that actors perform their tasks in an irreproachable manner, in accordance with this Code of Conduct and Ethics;
- ▶ all responsible parties must have read, understood and signed this Code of Conduct and Ethics.

CODE VIOLATIONS :

Violations of this Code of Conduct and Ethics may be subject to disciplinary or legal proceedings in accordance with the legal provisions in force.

DUTY TO CHALLENGE AND ALERT LINE :

Any SCCF player who has a suspicion or doubt concerning the violation of the rules of this code can inform his/her manager or report the problem via the [alertline: alerte@secours-catholique.org](mailto:alerte@secours-catholique.org).

In order to respect national and local traditions and hospitality conventions, it is possible to accept souvenir gifts on behalf of Caritas