This Code of Conduct and Ethics specifies standards of conduct for all SCCF staff. The Code is derived from, and closely related to, the Caritas Internationalis Code of Ethics, which prescribes the values and institutional practices of Caritas organizations. For the purposes of this Code of Conduct, “staff” refers to all board members, office staff, employees, volunteers of the national headquarters, trainees and consultants in the performance of their missions for Secours Catholique-Caritas France.

All SCCF staff are expected to:

1. Values, Conduct and Ethics
   - respect the values and the principles of action of SCCF, drawn from the social teaching of the Catholic Church;
   - act in good faith and treat other people with dignity and respect, creating an environment that celebrates diversity;
   - respect all human rights and challenge discrimination, harassment, abuse, neglect and exploitation that infringe upon the rights of others;
   - refrain from making racist, sexist, discriminatory or otherwise offensive statements;
   - act, if necessary, to protect others from harm, without endangering their own safety;
• observe the laws of the country in which they are working;
• respect and be sensitive to a diversity of opinions, to local beliefs, customs and the culture of the countries they work in or travel to;
• ensure that they, and any staff that they manage, act in accordance with health and security guidelines, and endeavor to safeguard others;
• ensure that SCCF’s reputation is not be brought into disrepute;
• perform their duties without prejudice or discrimination, and maintain SCCF’s preferential option for the poor;
• keep in mind local sensitivities when people express and practice their respective beliefs;
• welcome, and build links of solidarity and cooperation with staff from Caritas Internationalis, Caritas France and other Caritas organizations.

2. Conflicts of interest, coercion and corruption
• avoid using their position of power conferred by their role as SCCF staff to exert pressure, or extract favors or personal gain whether it be economic, professional, political or sexual;
• declare any potential or actual conflicts of interest (financial, personal or familial) in matters relating to SCCF’s fields of activity to their supervisor in writing or report the problem using the alert system;
• refrain from accepting any gifts*, bribes or other forms of personal enrichment from beneficiaries, partners or contractors under any circumstances.

* In order to respect national and local traditions and conventional hospitality, minor token gifts can be accepted on behalf of Caritas.

3. Protecting SCCF property and exercising stewardship
• ensure that SCCF’s assets and intellectual property are not misused and are protected from theft, fraud or other damage;
• maintain appropriate standards of honesty and integrity in financial accountability.
4. Personal conduct

- refrain from carrying any weapons in any SCCF premises or sites (owned or rented) during missions;
- refrain from consuming illicit drugs or alcohol, in accordance with the laws of the country;
- ensure that their sexual conduct is appropriate at all times.

Breaches of the Code:

Any breaches of the Code of Conduct and Ethics may lead to disciplinary and legal measures in accordance with the current legal provisions.

Complaints mechanism and alert system:

Every member of SCCF staff has the duty to immediately report any suspicions or concerns regarding breaches of this Code to his supervisor or to report the problem using the alert system. This may be done orally or in writing and should include full details and, if possible, supporting evidence.

All disclosures will be treated in confidence. Anyone who raises concerns about serious malpractice will be protected from any detrimental treatment if they come forward with serious concerns, provided concerns are raised in good faith. Deliberate false allegations are a serious disciplinary offense and will be investigated and treated accordingly.