

PERSONAL CODE OF CONDUCT

For Employees, Volunteers and Consultants

2026

In varying measure, Employees, Volunteers and Consultants contribute to the image and reputation of Cooperation Canada. The credibility and reputation of Cooperation Canada depends upon the faithful performance of its undertakings and obligations.

Cooperation Canada is a reference for Canadian international development and humanitarian cooperation and strives to be a model of good practice. It has committed to inclusive, safe and respectful workplaces and programs that promote gender equality and are free from all forms of harassment and violence. Its reputation and influence also rest on addressing and responding to all abuse of power, holding people to account, and protecting the vulnerable.

We recognize that power imbalances in international cooperation, including those linked to gender, race, ethnicity, Indigeneity, age, disability, sexual orientation, gender identity and expression, socio-economic status and other forms of discrimination, can increase people's vulnerability to sexual misconduct and other abuses of power. Employees, Volunteers and Consultants must actively work to identify and mitigate such power imbalances in their conduct and relationships.

Cooperation Canada has a zero-tolerance approach to sexual misconduct, including sexual exploitation, abuse and harassment (SEAH), and is committed to preventing and addressing such misconduct in all its activities and programs, in line with its renewed Leaders' Pledge on Preventing and Addressing Sexual Misconduct, Cooperation Canada's Code of Ethics and Cooperation Canada's Prevention of Harassment, Discrimination and Violence Policy and Program.

Cooperation Canada expects all Employees, Volunteers and Consultants to conduct themselves and perform their functions in a manner consistent with the highest standards of integrity, and to avoid any conduct that could undermine the reputation of Cooperation Canada or its members. In particular, when acting on behalf of Cooperation Canada and its members, Employees, Volunteers and Consultants shall:

- fully comply with all lawful requirements, both domestic and foreign, applicable to their functions and responsibilities, including the responsibilities outlined in their Contract or Volunteer Agreement;
- respect everyone's human rights and ensure that their relationships are not abusive, sexually or otherwise, exploitative or corrupt;
- adhere to the policy of Cooperation Canada to provide a work environment free of discrimination and harassment and to promote equality of employment opportunity based upon merit and ability;

- adhere to all Cooperation Canada policies, including but not limited to the Conflict of Interest Policy, Code of Ethics, Accessibility Policy, Whistleblower and Grievance Policy, and Cooperation Canada's Prevention of Harassment, Discrimination and Violence Policy and Program;
- conduct all dealings with public officials in Canada or overseas in a manner that is honest, transparent and consistent with applicable laws, and avoid any conduct that could be perceived as bribery, corruption or improper influence of any public official or of Cooperation Canada or its members;
- refrain from using their contractual ties with Cooperation Canada to obtain an improper advantage or benefit for themselves, their relatives, or any person or organization seeking to do business with Cooperation Canada or its members;
- avoid all situations in which their personal interests conflict, or may be perceived to conflict, with the performance of their duties for Cooperation Canada;
- refrain from revealing confidential information belonging to Cooperation Canada, its members, Employees, Volunteers or Consultants, to third parties without receiving proper authorization;
- for Employees and Volunteers, participate in and complete all mandatory training related to safeguarding and professional conduct, including training on preventing and responding to sexual exploitation, abuse and harassment (PSEAH), and remain familiar with Cooperation Canada's related policies and procedures;
- for Consultants, review and remain familiar with Cooperation Canada's safeguarding and PSEAH-related policies and procedures that apply to their work and comply with them in the performance of their duties;
- refrain from any behaviour, including online or on social media, that could reasonably be seen to undermine the dignity, safety or rights of others, or the reputation of Cooperation Canada and/or its members as a whole.

All Employees, Volunteers and Consultants are expected to conduct themselves in a responsible manner at all times. This includes a requirement to avoid excessive use of alcohol, drugs or mind-altering substances, the use of abusive or culturally insensitive language, and any other inappropriate behaviour which proves to directly and negatively affect their peers, Cooperation Canada employees and the reputation of Cooperation Canada and/or its members as a whole.

Reporting and response to misconduct

Employees and Volunteers, and where applicable Consultants, who become aware of or have reasonable grounds to suspect sexual misconduct or other serious misconduct or wrongdoing involving Cooperation Canada, its members, Employees, Volunteers or Consultants must report this as outlined in Cooperation Canada's Whistleblower and Grievance Policy and Cooperation Canada's Prevention of Harassment, Discrimination and Violence Policy and Program. Cooperation Canada applies a zero-tolerance approach to inaction on good-faith suspicions or reports of sexual misconduct and is committed to taking all reasonable measures to protect individuals who raise concerns or participate in an investigation in good faith from retaliation, victimization or any other adverse consequences.

Reports, concerns and any resulting investigations will be handled in accordance with these policies and procedures, which are guided by survivor-centred and trauma-informed principles and set out the processes for receiving, assessing and responding to allegations.

Our commitment

Cooperation Canada is committed, at an organizational level, to ongoing assessment, learning and accountability on preventing and addressing sexual misconduct and other abuses of power, including through Board oversight, regular review of safeguarding systems and collaboration with sector partners, in line with the renewed Leaders' Pledge on Preventing and Addressing Sexual Misconduct.

Acknowledgement

I acknowledge that I have received a copy of the within Personal Code of Conduct for Employees, Volunteers and Consultants of Cooperation Canada, and that I am responsible for reading, understanding and abiding by its provisions, as well as the related policies referenced herein. I understand that compliance with this Personal Code of Conduct is a condition of my employment, volunteer engagement or consultancy with Cooperation Canada, and that my continued relationship with Cooperation Canada is dependent upon my compliance with the provisions contained herein.

Signature of the Employee, Volunteer or Consultant: _____

Name of the Employee, Volunteer or Consultant (print): _____

Name of consulting organization (if applicable): _____

Date: _____