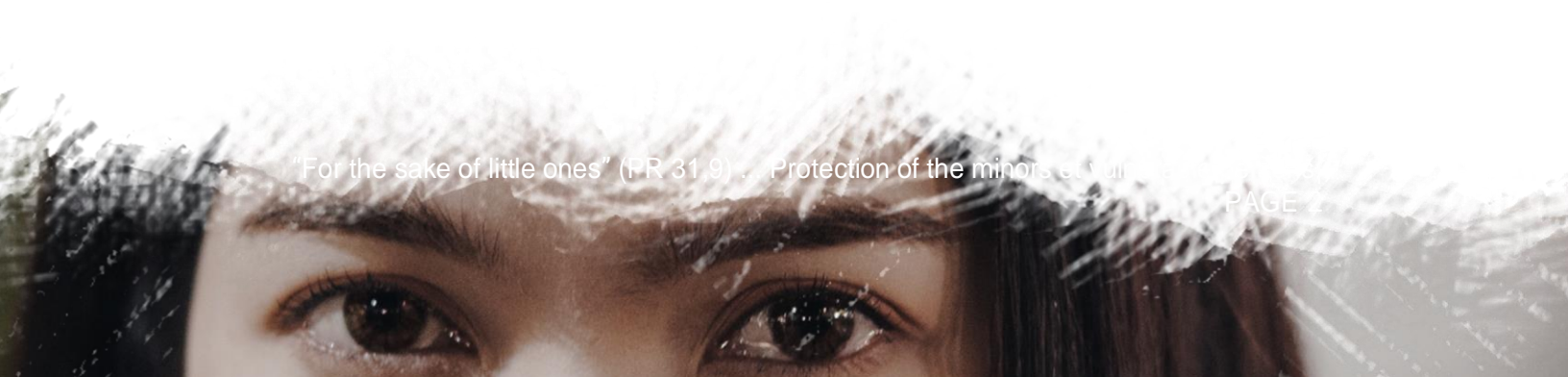




CODE OF ETHICS AND CONDUCT



"For the sake of little ones" (PR 31.9) . . . Protection of the minors e. Vulliamy, 1998

CODE OF ETHICS AND CONDUCT

A-PRESENTATION

Dear collaborators in the Church,

In serving our brothers and sisters, it is important that we adopt behavior that corresponds to the gospel values that are so dear to our hearts and that we want to share with others. A bishop I knew liked to remind his listeners, "What you do speaks so loudly that I don't hear what you say." Yes, our attitudes and actions towards others must confirm the message we want to convey.

It is with this in mind that the Archdiocese of Gatineau adopts a Code of Ethics and Conduct. Inspired by the Gospel, it integrates the ecclesial and civil, juridical and cultural wisdom of our society by indicating to us the positive values to adopt and the consequent actions to be favored.

This code is available to all collaborators in the mission of the Church, whether you are employed or volunteer, ordained or lay. I would like to see it inspire our behavior in any activity, provision of service or interaction at the diocesan and parish level, in ecclesial movements and other forms of Christian groups.

This code is part of our diocesan policy for safe environments, "In favor of the little ones". Its application will facilitate the prevention of any conduct that could hurt the people we serve in the Church, especially the most vulnerable. Let us have at heart to be like Jesus, attentive to others and concerned about their well-being.

Thank you for your commitment. It contributes to the glory of God and the salvation of the world!

+ Paul-André Durocher
Archbishop of Gatineau

B- VALUES TO BE PROMOTED

1. THE DIGNITY OF THE HUMAN PERSON

The intrinsic nature of a person who commands his respect, who obliges him to be treated with great respect and who safeguards him from any form of enslavement, alienation or discrimination because of his human nature.

In terms of their conduct and behaviour, each one undertakes to:

- Act with consideration towards anyone who requires his services, demonstrating courtesy, benevolence, listening and openness.
- Establish healthy relationships with people regardless of age, gender, ethnicity, sexual orientation, social and economic status, or any physical or cognitive impairment.
- Provide fair treatment to all in accordance with the rules set out in this Code.
- Respect people and the workplace by fostering collaboration, mutual support, confidentiality and mutual respect.
- Maintain a professional distance in his relations with minors and vulnerable persons, as with any other person with whom he intervenes.
- Prohibit abuse in all its forms, whether it is abuse of power, sexual abuse, spiritual abuse or others.

Disrespecting the dignity of every person includes:

- Engaging in behaviour that is likely to embarrass, ridicule, shame, humiliate or harm a person.
- Cause harm to a person through words or actions aimed at denigrating them in the eyes of others.
- Abuse of power by using one's position of authority or status to curry favor or intimidate.
- Abuse a person by inappropriate and offensive words or acts of a sexual or discriminatory nature that violates his or her dignity.
- Make obscene comments and take actions that amount to abuse and sexual assault towards any person, regardless of their severity.

2. AUTONOMY AND SELF-DETERMINATION

Ability to make choices, act and think for yourself. This implies that the autonomy and self-determination of individuals should be encouraged and respected.

In terms of conduct and behaviour, each person undertakes to:

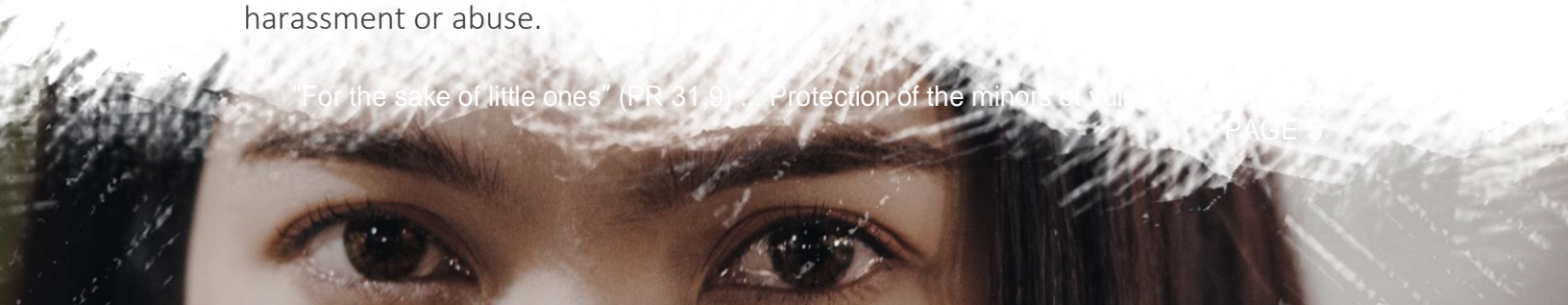
- Be vigilant in the accompaniment so as not to impose his thought.
- Valuing and strengthening the ability of the other to think and act for himself.
- Allow freedom of expression and respect for opinions, as long as they do not infringe the rights and freedoms of others.
- Accept that your ideas are challenged by people with a different opinion or life experience.
- Recognize the primacy of parents in their child's education and respect their parenting skills.
- Take seriously any revelation of abuse of a minor or vulnerable person, committed by a colleague, volunteer or any other person.

Violating the right to autonomy and self-determination includes:

- Maintain prejudices.
- Violate the right to speak.
- Seeking to control one's environment by hardly admitting the point of view of others.
- Insidiously establish power over the other.
- Use the argument of theological or spiritual authority to put pressure on the conscience of the other to force him to bend to his will.
- Pressure a person to drop an allegation, regardless of the pretext.

3. PERSONAL SAFETY

The situation of someone who feels safe from physical, sexual, emotional, moral and spiritual danger and who prescribes behaviour free from harassment or abuse.



In all circumstances, at the level of his or her conduct and behaviour, each person undertakes to:

- Be responsible for personal and professional conduct, actions and words.
- Exercise caution in taking the necessary measures to ensure the physical, emotional, social, moral and spiritual health of any person with whom they interact.
- Ensure that the activities they organize are deemed appropriate by the family of the minor or vulnerable person.
- Adopt with any person physical contacts that respect the level of comfort of the latter and that remain within reasonable limits.
- Report any situation that may pose risks to the personal health and safety of others in the context of organized activities.

Failing to ensure security means, for example:

- Neglect to report any situation that poses a risk to the safety of those in their care.
- Have personal communications with minors or vulnerable people on social networks, by phone or on the Internet.
- Accompanying a minor or vulnerable person alone without the explicit permission of the parents or the person legally responsible for him.
- Invite and seek to spend time alone with a minor or vulnerable person outside of the planned work or activities (unless the parents or legal guardian has given permission and the organization is made aware of and approved of the activity).
- Engaging in activities that threaten a person's safety or make them uncomfortable.
- Show pornographic or sexist material to a child or place it within view.
- Require a person to keep a secret that violates his or her safety or dignity.
- Tolerate sexual misconduct.
- Engage in behaviour that amounts to sexual misconduct or any other

activity that may be considered inappropriate.

4. CONFIDENTIALITY

What concerns privacy, intimacy and that commands respect.

In terms of their conduct and behaviour, each stakeholder undertakes to:

- Protect the confidentiality of information collected in the performance of his or her duties, including personally identifiable information related to the privacy of an individual, including information about colleagues or committee members.
- Exercise discretion in public and on social media with respect to information obtained in the course of his or her duties, particularly information that is considered confidential or intimate and that may be related to spiritual accompaniment or confession.
- Obtain authorization when it is required to disclose confidential information to a third party.
- Refer to a competent authority any person whose confidences exceed one's professional competence.

Breach of confidentiality is, for example:

- Voluntarily become aware of confidential information that is not necessary to perform one's job.
- Entrusting individuals with personal and intimate information about someone without their consent.
- Unduly and indiscreetly interfering in the private lives of others.
- Disclose without authorization, for purposes other than those of work, information obtained in the performance of his duties.
- Use, for purposes other than those of its mandate, information belonging to individuals or groups of persons, families, minors or vulnerable persons and others.

5. LOYALTY AND INTEGRITY

Character of morality and honesty related to one's commitments and obligations as well as to the orientations and decisions taken by the bodies for

which one works.

In terms of conduct and behaviour, each staff member or volunteer undertakes to:

- Perform their function in accordance with the values set out in this Code of Ethics and Conduct and comply with any other policies or protocols in force in the organization.
- Act with righteousness, moderation and objectivity.
- Rigorously observe, in all their actions, the principles of justice and morality.
- Subordinate their personal interest to that of the person or persons entrusted to them, directly or indirectly.
- Consider that donations received in cash as a staff member or volunteer in the ecclesial environment are presumed to have been made to the legal person they represent (unless there is an explicit indication to the contrary made verbally by the donor and preferably in writing, especially if it is a large sum).
- Agree that gifts made by the faithful for a particular purpose should be used only for that purpose.
- Keep records in order and record the information processed accurately and accurately, without complacency for anyone.

Lack of loyalty and integrity means, for example:

- Use of one's functions to promote personal activities or those of a third party.
- Seek to benefit, for personal purposes, from confidential information obtained in the course of one's work.
- To use for personal purposes the gifts intended for the legal person one represents and received in the course of one's pastoral activities.
- Remain silent and fail to report inappropriate behaviour on the part of another employee or volunteer.
- Neglect to report to the authorities revelations of abuse reported by a minor or vulnerable person who has suffered them.
- Make allusions or criticisms on social media regarding a situation that concerns the Corporation.