



## L'ARCHE OTTAWA POLICY

**Policy Type: Human Resources**

**Policy Number: HR-F4**

**Policy Area: Code of Conduct - F**

**Title: Standard Conduct Expectations**

**Regional Policy last approval/review date: July 2, 2018**

**Approved in L'Arche Ottawa: August 16, 2018 / revised August 1, 2019, April 2023**

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The Mission of L'Arche is to:

- Make known the gifts of people with intellectual disabilities, revealed through mutually transforming relationships.
- Foster an environment in community that responds to the changing dreams and needs of our members, while being faithful to the vision and core values of our founding story.
- Engage in our diverse cultures, working together toward a more human society.

L'Arche Canada affirms that all persons have a right to feel and be safe in their communities, free from all forms of abuse. All personnel and members of L'Arche are committed to this principle. L'Arche Canada has zero tolerance for any form of abuse by any person toward anyone else.

All personnel and volunteers are expected to follow a code of conduct while on L'Arche property, or representing L'Arche in any activity, treating everyone with respect and dignity. All personnel and volunteers will be respectful of the individuals with whom they live and work, obey provincial and federal laws, and adhere to the policies and procedures that are established by the community.

All personnel, volunteers or any individual providing accompaniment of any kind, coaching or mentoring, are required to sign an acknowledgement and consent to the terms of this policy prior to or at the time of their appointment, and to read and review this policy annually.

### **Code of Conduct**

The mission of L'Arche requires that our personal and professional behaviour be of the highest standard.

Participants in the life and mission of L'Arche, must commit to the following standards and principles:

1. Treating every person with dignity and respect;
2. Not discriminating on the basis of race, gender, religion, colour, national or ethnic origin, language, marital status, sexual orientation, gender identity, gender expression, age, ability, political conviction, or social status;
3. Representing and promoting the values of the mission of L'Arche;
4. Facilitating open and honest communication within L'Arche;

5. Using the proper channels of communication in order to protect the confidentiality and the integrity of our working environment and/or community life;
6. Reporting any witnessed or suspected unacceptable behaviours.

### **Unacceptable Behaviours**

There are behaviours that are unacceptable and will result in immediate disciplinary action up to and including suspension or termination of employment or volunteerism. Any employee or volunteer who witnesses or suspects such behaviour must notify the Community Leader/designate or the Chair of the Board of Directors in writing using the Code of Conduct Violation Report.

These behaviours include, but are not limited to:

- violent acts, threatening or using physical force against others;
- any kind of abuse, violence, harassment and discrimination (as defined in Policies HR-F5 and SD-A1);
- any form of coercion in the following power relationships – accompaniment, mentorship, leadership, supervision;
- any sexual activity between an assistant/employee/volunteer and a person with an intellectual disability;
- theft, fraud or improper use of assets, funds, property or records of L'Arche or of any member of L'Arche including falsification of records/documents;
- unauthorized disclosure of confidential or sensitive information;
- excess consumption of alcohol while carrying responsibilities;
- consumption of cannabis while working in L'Arche homes and office;
- possession, distribution, use, sale, or transfer of recreational drugs or illegal drugs;
- possession of dangerous or unauthorized materials or weapons on L'Arche property;
- any action placing the safety and well-being of persons with an intellectual disability at risk;
- excessive absenteeism, chronic lateness or absenteeism without proper notice;
- any activity that would have a negative effect on the reputation of L'Arche.

### **Confidentiality**

All personnel and volunteers are may be privy to significant personal and confidential information regarding individuals with intellectual disabilities. As such, all personnel and volunteers will respect conversations held in trust providing there is no adverse effect on an individual with a developmental disability AND understand confidentiality in relation to the reporting requirements of the Abuse - Zero Tolerance policy (Policy SD-A1).

### **Communication/Harmonious Relationships**

Everyone in L'Arche is committed to building a community based on unity and a respect for difference.

All personnel can help create a respectful community by:

- listening and allowing others to speak;
- being supportive, cooperative and inclusive;
- expressing differences of opinion constructively and professionally.

Please refer to the Conflict Resolution Process Policy for more information of conflict resolution process.