

Saskatchewan Council for International Cooperation

CODE of ETHICS (2004)

1.0 PRINCIPLES OF DEVELOPMENT

The Saskatchewan Council for International Co-operation (SCIC) and its Member Organizations are committed to the following development principles:

1. Development fosters and promotes the full realization of human rights and fundamental freedoms and moves beyond the provision of basic needs to self-determination, dignity, decent work, equity and justice.
2. Development addresses the root causes of global inequality - not merely the symptoms - and promotes social justice through equitable distribution of power, wealth and access to resources.
3. Development ensures gender equality and equity by enabling women to participate as fully empowered actors through access to education, resources, and participation in decision making and the democratic political process.
4. Development ensures equitable participation of Indigenous cultures by promoting the right to self-determination, as well as economic, social and cultural development in accordance with the unique needs and interests of Indigenous peoples. Development strengthens Indigenous institutions, cultures and traditions.
5. Development promotes environmental sustainability and includes urgent responses to climate crisis with a focus on justice for present and future generations.

6. Development promotes peaceful solutions to conflict and commits to people's right to live with freedom, security and peace.
7. Development promotes strategic, equitable and sustainable partnerships based on mutual trust, respect, equal participation and solidarity. Development ensures respect for the diversity and plurality of views of all stakeholders.
8. Development supports the empowerment and democratic participation of people regarding the policies and development initiatives that affect their lives, with an emphasis on improving the lives of the most vulnerable.
9. Development commits to mutual learning through the creation and sharing of knowledge, especially the wisdom of local and Indigenous communities.
10. Development incorporates transparency and reflection in its operations through consultation, monitoring, evaluation and accountability to beneficiaries, partners, donors and governments.

2.0 CODE OF CONDUCT

2.1 Governance

2.1.1 Member agencies of Saskatchewan Council for International Cooperation (hereinafter referred to as Organizations) shall be governed fairly, impartially, and responsibly by their respective Board of Directors.

2.1.2 Each Organization shall have an independent, active, and informed Board of Directors, serving without compensation as directors. The Board shall have policies that specify the frequency of Board meetings (at least two per year) and adequate attendance

by directors (at least a majority on average). The Board may designate an Executive Committee, will define its role and will review its reports. The Board shall have policies restricting the number of employees who are voting members of the Board; providing limits for directors being related to one another, the Founder, or the Executive Director; and establishing limited terms of service for directors and officers.

2.1.3 An Organization's Board of Directors shall adopt a policy that prohibits direct and indirect conflicts of interest by Directors of the Board of Directors, and/or employees and volunteers of the Organization. Such a policy should address issues such as: the receiving of gifts from or an affiliation with an actual or potential supplier of goods and services, recipient of grant funds, or organization with competing or conflicting interests; and the degree and nature of disclosure required by the person in the potential conflict of interest situation.

2.1.4 The Organization's Board of Directors shall approve policy statements and annual programs.

2.1.5 The Organization shall adopt a policy requiring that no person be refused membership or excluded from participation in the Organization, denied the benefits of membership in the Organization, or be otherwise subjected to discrimination by the Organization, on the basis of race, national or ethnic origin, colour, religion, sex, sexual orientation, age or mental or physical disability.

This does not supersede the right of the Organization to self-define when it is done in compliance with the law.

2.1.6 The Organization's Board of Directors shall have policies that work towards gender equity and participation of minorities.

2.1.7 The Organization shall be committed to full, open, and accurate disclosure of relevant information concerning its goals, programs, finances, and governance.

The Organization shall periodically reassess its respective mission and operations in light of the changing world environment through an on-going planning process.

2.2 Organizational Integrity

2.2.1 The affairs of the Organization shall be conducted with integrity and transparency. The activities of the Organization shall, upon request, be open and accessible to scrutiny by its respective donors, except for personnel matters, legal matters and proprietary information, as specified by provincial or federal laws.

2.2.2 The Organization shall ensure that allegations made by a member, employee, volunteer or director of that Organization of misconduct or other irregularities on the part of anyone associated with the Organization are dealt with impartially, respecting the rights of the involved parties for confidentiality and disclosure.

2.2.3 The Organization shall oppose and shall not be a participant to any wrongdoing or financial impropriety in any of its activities. It shall take prompt and firm corrective action whenever and wherever wrongdoing of any kind has been committed by any one of the Directors of its Board of Directors, or by anyone of its employees or volunteers.

2.2.4 In all of its respective activities, the Organization shall respect the dignity, values, history, religion, and culture of all people,

irrespective of race, national or ethnic origin, colour, religion, sex, sexual orientation, age or mental or physical disability.

2.2.5 The Organization shall recognize that all of its activities impact on the public perception of the international co-operation community, and that it shares a significant responsibility to enhance the public trust, and act accordingly.

2.3 Finances

2.3.1 Without limiting any obligations that may exist at law, the Organization shall conduct its finances in such a way as to assure appropriate use of funds and accountability to donors.

2.3.2 The Organization shall have an annual audited financial statement. The audited financial statement shall comply with Generally Accepted Accounting Principles and Requirements.

2.3.3 The audited financial statement, full or summary, shall be provided to any inquirer upon written request within a reasonable time.

2.3.4 Upon written or verbal request from SCIC, each Member Organization shall submit to SCIC an Annual Report, full or summary financial statement, and a list of the current Board of Directors.

2.3.5 The Organization's combined fundraising and administration costs shall be kept to the minimum necessary to meet its needs. Allocations of expenditures to administration, fundraising, and program services shall reflect the Organization's purposes and actual activities, and shall conform to generally accepted accounting principles.

2.3.6 The Organization shall operate on a budget approved by the Board. It shall account for funds from the moment they are received or committed until they are used in the project or services. It shall exercise adequate internal controls over disbursements to avoid unauthorized payments. The Organization shall not have any funds that are not accounted for and it shall prohibit any unaudited transactions or loans to Board members and to staff.

2.3.7 Contributions shall be used as promised or implied in the fundraising appeal or as requested by the donor.

2.4 Communications to the Public

2.4.1 Fundraising solicitations shall be truthful, shall accurately describe the Organization's identity, purpose, programs and need, shall only make claims which the Organization can fulfil, and shall avoid using high-pressure tactics in soliciting donations. There shall be no misleading information (including material omissions or exaggerations of fact), no use of misleading photographs, nor any other communication that would tend to create a false impression or misunderstanding. Information in the Organization's appeals should give accurate balance to the actual programs for which the funds solicited will be used.

2.4.2 In all its fundraising activities, the Organization shall ensure that:

- (i) its donors are informed of the Organization's mission, of the way the Organization intends to use donated resources, and of the Organization's capacity to use donations effectively for their intended purposes;

(ii) the Board exercises prudent judgment in its stewardship responsibilities;

(iii) its donors have access to the Organization's most recent audited financial statements and to a list of the Organization's current Board of Directors.

(iv) donations are used for the purposes for which they were given;

(v) its donors receive appropriate acknowledgment and recognition;

(vi) information about a donation is handled with respect and with confidentiality to the extent provided by law;

(vii) its donors are informed whether those seeking donations are volunteers, employees or hired solicitors of the Organization;

(viii) its donors have the opportunity for their names to be deleted from mailing lists that the Organization may intend to share; and

(ix) its donors are encouraged to ask questions when making a donation and to receive prompt, truthful and forthright answers.

2.4.3 Any and all communications to the public by the Organization shall respect the dignity, values, history, religion, and culture of the people supported by its programs. In particular, the Organization shall avoid the following:

- messages which generalize and mask the diversity of situations;
- messages which fuel prejudice;
- messages which foster a sense of Northern superiority;
- messages which show people as hopeless objects for our pity, rather than as equal partners in action and development.

2.4.4 The Organization shall control all fundraising activities conducted on its behalf. All fundraising contracts and agreements shall be put into writing.

2.4.5 The Organization will encourage the participation of its partners in the formulation of communications to the public.

2.4.6 No organization shall discredit another member organization or SCIC in its public communications; nor shall it give out misinformation about its affairs or those of other members.

2.5 Management Practice and Human Resources

2.5.1 The Organization shall endeavour to follow sound management and business practices appropriate to its mission, operations, and governance structure.

2.5.2 The Organization shall have clear, well-defined, written policies and procedures relating to its employees and volunteers, including host country nationals and expatriates.

2.5.3 Such policies shall clearly define and protect the rights of employees, assuring fair treatment in all matters.

2.5.4 Employee benefits shall be clearly described and communicated and the Organization shall make financial arrangements to protect its ability to honour its obligations to employees.

2.5.5 The Organization's expectations of its employees and of its volunteers shall be clearly defined and communicated.

2.5.6 The Organization shall promote gender and minority equity, in recruitment, hiring, training, and professional development and advancement.

3.0 DEEMED COMPLIANCE

SCIC members who are CCIC members and compliant with the CCIC Code of Ethics will be deemed compliant with SCIC's Code of Ethics upon written notification of the Member Services Committee.

4.0 IMPLEMENTATION PROCESS

4.1 Grace Period

4.1.1. Member Organizations will be given two years to demonstrate compliance with the Code, starting from the latter of two dates: the date of the adoption of the Code by SCIC's membership (June 12 2004) OR the date on which the Organization was accepted as a probationary member of the Council.

4.1.2. During this grace period, Member Organizations would be asked to complete the Self-Certification Tool. After the grace period only a statement attesting that the Member Organization is still in compliance would be required.

4.2 After the Grace Period

4.2.1. The SCIC Membership Committee will be responsible for receiving self-certification documents from Member Organizations, assessing any complaints received under the Code of Ethics, communicating with the concerned Organization, and referring matters to dispute resolution if necessary.

4.2.2. Any dispute arising out of or relating to the Code of Ethics shall be resolved in

accordance with the procedures specified in Article III.13 of the SCIC By-Laws, which shall be the sole and exclusive procedures for the resolution of any such disputes. In the event the membership of a Member Organization is terminated through the dispute resolution procedure, membership would be terminated in accordance with the current By-Laws.

4.2.3. Amendments to the code of Ethics will be done in the same manner as amendments to the By-laws.