



Code of Conduct

Maison de la Gare

Vision and Objectives

Maison de la Gare is aware that the children and communities we work with are a particularly vulnerable group exposed to many risks. We take very seriously our responsibility and obligation to ensure that every person who represents the organization will not in any way harm abuse or commit any acts of violence against these children and youth, or expose them in any way to such risks.

Maison de la Gare advocates for the protection of all children and youth against all forms of violence. We promote a framework and a safe environment for practices, approaches and interventions that respect, recognize and respond to the specific safeguarding needs of children and youth and address the risks related to their protection.

Maison de la Gare is always committed to making the interests and the well-being of the children and youth our priority. We fight inequality, discrimination and exclusion. We intervene when a child or youth may need protection or psycho-social support. We ensure that everyone who works with or engages with Maison de la Gare understands their roles and responsibilities concerning safeguarding children and youth and that they receive the support that they need to fulfill these roles and responsibilities.

Maison de la Gare is proactive in protecting children and youth from individuals who may pose a risk for them, and does not tolerate any act of violence against a child or youth. We promote the active participation of children and youth in their own protection

This Code of Conduct demonstrates Maison de la Gare's commitment to protecting children and youth through its internal procedures and coordination of its external activities. We organize child protection programs and integrate child protection into all our activities. We train everyone working with Maison de la Gare in the requirements for child protection. We reinforce for everyone that any violations of the rights of the child, in any form whatsoever, are unacceptable for Maison de la Gare.



This Code has been developed to support Maison de la Gare's commitment to take the best interests of the child systematically into account, to protect the children against all forms of abuse and neglect.

This Code ensures that Maison de la Gare has procedures in place to prevent and respond to all forms of violence, mistreatment, neglect, abuse and exploitation of children, and to respond to any violations of or non-compliance with this Code or other related procedures.

The purpose of the Code is to lay out clearly the rules of conduct and behavior which must be respected by Maison de la Gare's staff, volunteers and other persons working on the organization's behalf.

Maison de la Gare's Values

All of Maison de la Gare initiatives, programs and activities are governed by five values:

Responsibility: Ensure that the humanitarian assistance that we provide is efficient and responsible, to the extent that this is possible with our means and resources.

Solidarity: Strive to promote and maintain unity of feeling and action and a commitment to mutual support among staff, volunteers, partners and beneficiaries.

Community Commitment: Demonstrate resolve and commitment to the cause of child protection and to promoting the participation of members of the community in achieving behavioral change.

Integrity: Demonstrate integrity and honesty in every action, to earn continued confidence and respect.

Sustainable Positive Impact: Propose realistic medium and long-range solutions for our beneficiaries, appropriate to assuring their stability.



Maison de la Gare's Principles Guiding Conduct and Child Protection

1. Individual behavior, integrity and values

Each person covered by this Code will observe the highest standards of integrity and ethical behavior, and will act honestly and appropriately. Their personal and professional conduct must always inspire respect and trust.

Those covered by this Code shall endeavor to set an example and must represent the interests and mission of Maison de la Gare in good faith, with honesty and integrity. They must demonstrate the necessary diligence and competence in a way that maintains and reinforces the public's confidence in their integrity and in the integrity of Maison de la Gare.

It is their duty to report any violation of this Code to the administration.

It is also their duty to inform the beneficiaries and any other party with whom Maison de la Gare interacts of the existence of this Code that staff must respect, including the rules relating to reporting of faults and shortcomings of staff. Any report or suspicion will be examined and treated with complete discretion.

Each person occupying a position of responsibility at Maison de la Gare must set a good example and establish a work environment conducive to compliance with the rules established in this Code.

2. Respect for everyone

Every person covered by this Code will respect the dignity and privacy of everyone they deal with. They will exercise appropriate authority and good judgment in their dealings with the children we serve, colleagues, staff members, volunteers, the general public and others with whom they come into contact in the course of their duties for Maison de la Gare.

3. Professionalism

Those covered by this Code will perform their duties in a professional and timely manner. They will make every effort to participate regularly in professional development activities.



4. Discrimination and harassment

Every person covered by this Code shall refrain from committing or facilitating discriminatory acts or harassment against anyone with whom they come into contact in the course of their duties for Maison de la Gare.

5. Confidentiality

Every person covered by this Code will limit the use they make of information available to them in the course of their activities which is not in the public domain. They will not use it in any way without the authorization of the administration. This obligation will continue for the two years following the end of their association with Maison de la Gare.

6. Recruitment and selection of staff, volunteers and others acting for Maison de la Gare

Maison de la Gare must ensure the good character of those involved in carrying out its activities. The employment or involvement of inappropriate individuals is avoided through rigorous selection processes, with interviews and verification of experience and references.

Persons accused, suspected or convicted of crimes may not be in direct contact with children as part of Maison de la Gare activities.

7. Selection of partners and subcontractors

Maison de la Gare does not sign contracts with partners or suppliers who can not respect strict codes of conduct and professionalism.

8. Conformity with laws and regulations

Those covered by this Code will carry out their duties and activities in accordance with the applicable national laws and regulations as well as with the rules, interests and objectives of Maison de la Gare.

9. Use of Maison de la Gare's financial resources and property

Everyone covered by this Code shall respect the principle of value for money and make responsible use of the funds entrusted to Maison de la Gare. They will not misuse the property or resources of Maison de la Gare in any way. They will use



the property and funds of Maison de la Gare exclusively and solely for the intended purposes. They will always ensure the security of Maison de la Gare's property and will not allow any person who has not been duly authorized to dispose of or make use of such property or resources.

10. Gifts, trips and invitations

No person covered by this Code will solicit or accept gifts, gratuities, free trips, fees, personal property or other valuable items from any individual or entity if these are given with the intention, or if it can be reasonably interpreted as being the intention, of inducing them to directly or indirectly grant special treatment to the donor in matters relating to Maison de la Gare or if such action could damage the reputation or harm the interests of Maison de la Gare.

11 Conflict of interest and abuse of position

Individuals covered by this Code will always act in the interests of Maison de la Gare and not for their personal or private interests or financial enrichment. They will avoid any situation of conflict of interest between their own interests and those of Maison de la Gare.

For the purposes of this Code, "conflict of interest" refers to any situation or circumstance in which private interests influence, or are likely to influence, the objectivity and impartiality that they must exercise in their official duties with Maison de la Gare. In this respect, private interests include any benefit derived for themselves, their family or acquaintances.

More specifically, individuals covered by this Code must:

- Avoid placing their own interests or the interests of any third party above those of Maison de la Gare;
- Abstain from exceeding the powers conferred on them and from abusing their functions by improperly using the services, equipment, resources and other property of Maison de la Gare for their own benefit or pleasure, or for the benefit or pleasure of a third party;
- Refrain from participating in outside activities, personal or professional, which may directly or indirectly have a negative impact on the image or the activities of Maison de la Gare.



12. Training

Maison de la Gare trains all members of its staff and its partners and volunteers in the understanding and application of the Code of Conduct and the Child Protection Policy, and in the reporting of all forms of violations. Refresher sessions are organized as needed to ensure that everyone concerned is aware of new developments and best practices in child protection.

Everyone who is directly and constantly in contact with children receives additional technical and specialized training. This training reinforces their skills in applying the Child Protection Policy, in prevention and response to violence against children, and in the integration of child protection into Maison de la Gare's programs.

Implementation

Members of the Board of Directors, the management team and program leaders are responsible for ensuring that everyone covered by this Code is familiar with it and, where appropriate, to train them in the interpretation and the implementation of the Code. These organization leaders must confirm each year that everyone covered by the Code understands it and is applying its provisions. The president or a person he designates must report to the Board of Directors at every meeting on the status of the application of the code.

Everyone covered by the Code should read it carefully and understand its entire contents. Any issues of ambiguity, misunderstanding or concerns about the interpretation, implementation or potential violation of this Code of Conduct should be addressed

- to staff members directly responsible for the work of the person concerned,
- to members of the management team, or
- to the president of Maison de la Gare.



Enforcement

In the event of non-compliance with one of the provisions set out in this Code, the consequences may range from disciplinary measures to dismissal proceedings or even legal action.

If any behavior violating or likely to violate the provisions of this Code is noticed or reported to the administration, Maison de la Gare commits to investigate thoroughly and impartially and within a reasonable time.

If it is confirmed that a person associated with Maison de la Gare has committed an act of violence against a child, a criminal act or any act that would violate the rights of children or violate the principles and standards established in this Code, Maison de la Gare undertakes to take disciplinary measures as well as any other action appropriate to the facts and circumstances.