



## Summary of our Code of Ethics\*<sup>1</sup>

\*Approved by the Board of Directors on January 26, 2016

\*Modified and approved by the Board of Directors on October 22, 2019

<sup>1</sup>All participants, members, volunteers, administrators, interns, and workers are responsible for reviewing the full version of the Code of Ethics, abiding by its principles and sign the declaration.

## Who is the Centre?

- An autonomous and feminist community organization working towards improving all women's lives, their living conditions, and eliminating all forms of discriminations and systems of oppression.
  - In order to fight inequalities and injustices, we recognize that oppressions can be based on age, gender identity and expression, socio-economic class, disability, religion, cultural background, etc.
- Funded by **Centraide of Greater Montreal** and the **Ministry of Health and Social Services**, through the **PSOC** (Programme de soutien aux organismes communautaires), the Centre has 4 programs: individual services, educational activities and popular education workshops, collective actions, and democratic life.
- An organization open to all women ages 18 and over that provides an environment where they should feel safe, heard, and respected.
- A space that fosters women's ability to express themselves without infringing on another women's ability to do the same.
- A non-partisan space that is free of political, religious, or spiritual affiliation.

## What are the Centre's values?

- ♥ **Feminism:** A social movement centering the women and their life experiences.
  - **Confidence in every and all women's potential**, valuing their knowledge and experiences;
  - Supporting women in their process of **empowerment**, allowing them to gain more agency over their lives; **respecting their path and their choices**;
  - Looking for **collective solutions** to their needs and interests.

The Centre's feminism is intersectional. Many women experience multiple oppressions simultaneously based on their gender, age, socio-economic class, race, sexual orientation, etc. which perpetuates social inequalities affecting their life and living conditions.

- ♥ **Solidarity and engagement:** The Centre works with and supports feminist groups and other social and community groups for the **improvement** and **transformation of women's living conditions** as well as their communities. Along with its members and participants, the Centre participates actively in different collective actions and is committed to fighting inequality and social injustices.
- ♥ **Social justice:** The Centre advocates for a society that takes care of marginalized communities, adopts fair social and economic policies, and proposes informed **collective solutions** to social issues based on the needs of the communities affected.

- ♥ **Democracy: Members** are allowed to participate, directly or indirectly, in the **decision-making process** of issues affecting them. They elect individuals to the Board of Directors whom they feel will represent them and will make decisions in their names. The Centre fosters an environment where **all women are to be heard and to be listened to**.
- ♥ **Confidentiality:** The **anonymity** of all participants is **respected**. Everything that happens and is said at the Centre does not leave its walls. Information shared through telephone calls and in individual or group conversations is only shared with those who have been authorised access. All personal information collected for research and statistical purposes is done with the individual's **consent** and is stored in secure and locked or password-protected files only accessible by workers.

### **What are the rights and responsibilities to ensure healthy community living?**

- Respect the Centre's mission, goals, and values as well as this Code of Ethics.
- Abstain from soliciting money donations, promotion, or selling products and services.
- Respect staff members, their limited capacities, and the response time for individual consultations.
- Respect and keep confidential individual's personal information.
- Respect people's opinions, values, and choices.
- The right to access resources and participate actively in the Centre's activities, while keeping in mind the Centre's procedures and internal protocols as well as this Code of Ethics.
- Read and be familiar with the Centre's Registration Policy.
- Respect the Centre's opening and closing hours as well as the start and end of activities or workshops.
- To be in solidarity with the decisions and positions taken by the Centre.
- Everyone is responsible for their own personal belongings and for respecting other people's belongings as well.

### **The use of violence is never justified. We do not tolerate:**

- **All forms of violence (physical, verbal, sexual, psychological, spiritual, religious or economic);**
- **Psychological and sexual harassment;**
- **Intimidation and bullying;**
- **Discriminatory, heinous or harmful speech.**

## What are the responsibilities of the Centre's staff?

- Preserving personal information concerning participants and other workers' professional and private lives, such as their home address, phone number, and email address. Only specific information can be filed for the operation and administration of the Centre, with the individual's consent.
- Promoting the Centre's values and mission, as well as defending and advocating for women's rights by favoring popular education to foster a collective awareness, from the individual "I" to the collective "**We**".
- Respecting the dignity, agency, opinions, and choices of all. All women have the right to a courteous and respectful welcome, free of judgement.
- Ensuring a respectful environment between all participants during activities.
- **Preserving the confidentiality** of all interventions involving participants, members, and volunteers. Staff members will only share pertinent information amongst themselves when they require support.
- Refusing any type of payment (monetary, gifts or other) from participants. Donations can however be directed to the Centre.
- Staff members avoid putting themselves in situations of conflict between their personal interests and the participants' interests within the Centre.
- Active solidarity, support, and respect towards the other staff members. All staff must achieve their tasks in the spirit of cooperation. They must demonstrate discretion regarding the contents of staff meetings.
- **Ensure the Centre's safety and security.** Staff members must not remain alone before or after the Centre's opening hours.
- The obligation to call the appropriate resources in the event that a participant represents a danger to themselves or others.
- When contacted outside of the Centre's opening hours, through email, social media, telephone call or text message, staff members are under no obligation to answer or intervene.
- Respecting the nature and principles of the Centre's Policy on psychological and sexual harassment.