


## ETHICS GUIDELINES AND OPERATIONAL STANDARDS

	CROSS-CUTTING POLICY		
	ETHICS GUIDELINES AND OPERATIONAL STANDARDS		
	Latest Revision	November 25, 2023	Rev. 04
	Original Creation	June 25, 2011	

**Policy**

*The Ethics Guidelines set out the basic ethical principles that World Accord accepts and promotes.*

*For World Accord, development is a social, cultural, economic and political process that leads to the fulfillment of fundamental human rights.*

**General principles**

**Human Rights** – In all of their activities, World Accord and its Partner Organizations will respect and promote the human rights and dignity of all people.

**Accountability** – World Accord will be accountable to international partners, to staff, to donors, and to the Canadian public for their contributions to international development and the stewardship of resources.

**Transparency** – World Accord will communicate freely and accurately with partners, donors, and the public.

**Fairness** – World Accord and its Partner Organizations will practice and promote equity and justice in all their activities.

**Co-operation** – World Accord will seek to cooperate with other NGOs where it is practical in order to promote Canadian involvement in international development.

**Sustainability** – In all activities, World Accord and its Partner Organizations will take appropriate measures to promote environmental sustainability.

World Accord and its Partner Organizations will ensure that these General Principles are incorporated into their structure, governance and operations.

**Governance**

- World Accord shall be governed fairly and responsibly by an independent, active, and informed governing body (currently Board of Directors).

- All voting members of the governing body shall serve without compensation, except for reasonable expenses incurred to fulfill their organizational duties.
- World Accord will periodically review its governance framework's suitability for fulfilling its mandate. The structure shall enable World Accord to make timely decisions and to fulfill its responsibilities.
- World Accord and all field partners shall have a policy preventing and effectively managing conflict of interest situations.
- World Accord and all field partners shall have policies prohibiting discrimination and promoting gender equality and participation of disadvantaged groups at all levels of World Accord.
- The governing body shall periodically reassess World Accord's governing documents and objects, vision, mission, goals, priorities, alignment of resources and effectiveness.

### **Organizational integrity**

- The affairs of World Accord shall be conducted with integrity and transparency.
- World Accord shall ensure that complaints are dealt with in a timely manner and impartially, respecting the rights of involved parties for confidentiality and disclosure.
- World Accord shall comply with all applicable federal laws and regulations as well as laws and regulations of provinces or municipalities in which it is based or operates as well as foreign laws and regulations governing its activities internationally.
- World Accord shall oppose and shall not be a participant to any wrongdoing or financial impropriety. It shall take prompt and firm corrective action whenever and wherever wrong-doing of any kind has been committed by any Partner, its governing body, employee, or volunteer. WA will also ensure this policy is translated and disseminated to field partners.

### **Finances**

World Accord shall conduct its finances in such a way as to ensure appropriate use of funds and accountability to donors. It shall operate according to a budget approved by its governing body and have sound internal controls and documented financial policies and procedures.

World Accord shall file its Registered Charity Information Return within six (6) months of its fiscal year end and such returns shall be complete and accurate.

**Fundraising and communications with the public**

Fundraising solicitations shall be truthful, shall accurately describe World Accord's identity, purpose, programs and need, shall only make claims which World Accord can fulfill, and shall treat donors and potential donors with respect. There shall be no misleading information or images (including material omissions or exaggerations of fact), no images that exploit the poor or degrade their dignity, nor any other communication which would tend to create a false impression or misunderstanding, and no use of high-pressure tactics in soliciting donations.

- World Accord shall control all fundraising activities initiated by the organization. It shall not, directly or indirectly, pay finder's fees, commission or percentage compensation based on contributions.
- World Accord shall make its most recent financial statements, annual report, and a current list of members of its governing body easily accessible to the public (e.g. in a visible and public section of their website).
- World Accord shall, if aware of independent fundraising efforts, provide fundraising guidelines and encourage adherence to them.