

THE PRIMATE'S WORLD RELIEF AND DEVELOPMENT FUND

CODE OF ETHICS

1. PREAMBLE

1.1 The Code of Ethics sets out PWRDF's basic ethical principles. It supplements PWRDFs By-Law, its Partnership Policy, the Conflict of Interest Policy, the Environment Policy, the Evaluation Policy, the Gender Policy, the Culture of Inclusion Policy, the Sexual Misconduct Policy, the Advocacy Policy and the Public Engagement Policy.

1.2 PWRDF subscribes to the principles and understanding of development as enumerated in the document "Our Understanding of Development---ACT Alliance, Revised May 2008" and the "CCIC Code of Ethics and Operational Standards, 2009."

1.3 As a faith based International Development Organization, a member of ACT-Alliance, a member of CCIC and as part of Canadian civil society, PWRDF promotes and supports the advancement of a flourishing civil society in Canada and abroad. The strengthening of people's organizations, voluntary agencies and other socially beneficial institutions is integral to the practice of development.

2. GENERAL PRINCIPLES

2.1 Accountability – PWRDF is accountable to Anglicans in Canada, to its partners, staff, donors, the Canadian public and above all to God for its contributions to international development and stewardship of resources.

2.2 Human Rights – In all of its activities, PWRDF endeavors to respect and promote the human rights and dignity of all people.

2.3 Transparency – PWRDF is committed to communicating freely and accurately with its donors, partners and the public.

2.4 Fairness – PWRDF is committed to practicing and promoting equity and justice in all its interactions and activities.

2.5 Co-operation – PWRDF committed to cooperation and collaborating with like minded civil society organizations in order to promote international development.

2.6 Environmental Sustainability – In all of its activities, PWRDF will adhere to its environment policy and take appropriate measures to promote environmental sustainability.

3. DEVELOPMENT PRINCIPLES

Development should foster and promote the full realization of human rights and fundamental freedoms. To reach this goal, PWRDF commits to promote development practices that:

3.1 Satisfy basic human needs;

3.2 Are people-centred in both its purposes and the distribution of its benefits;

3.3 Address the root causes, and not merely the symptoms, of global inequality;

3.4 Promote social justice through the equitable distribution of power, wealth and access to resources;

3.5 Enable impoverished, oppressed and marginalized people to organize and improve their situation;

3.6 Reflect the concerns, perspectives and experience of women and enable women to realize their full rights;

3.7 Respect indigenous peoples and their rights to self-determination and to sovereignty over their own territories;

3.8 Respect the cultural and spiritual integrity of all peoples;

3.9 Ensure the full participation of marginalized individuals and groups;

3.10 Are environmentally, socially and economically sustainable, and protect the well-being of future generations;

3.11 Recognize the hazards of militarism and promote peaceful solutions to international, national or local conflict; and

3.12 Promote a global movement that links shared interests and issues.

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4. PARTNERSHIP PRINCIPLES

A partnership is one that involves mutually agreed upon goals and a high degree of reciprocity. The partnership is agreed to by both PWRDF and an overseas organization or church. A partnership is characterized by a number of elements, such as:

- ◆ shared values and concerns, both joys and sorrows;
- ◆ the possibility of bringing transformation to each partner;
- ◆ a commitment to mutual growth;
- ◆ the financial component of the relationship not being a central feature;
- ◆ a built in mechanism for preventing dependency in order to deal with issues of power imbalance and resentment;
- ◆ a process of sharing not only what we have but what we are;
- ◆ a process of mutual accountability;
- ◆ an expectation that there would develop through the partnership an enhanced capacity to continue more effectively with the work;
- ◆ an education component designed to facilitate solidarity within the partnership and strengthen the relationship;
- ◆ the connection of people to people;
- ◆ the possibility to address short term project funding needs that are over and above the usual program grant.
- ◆ a mechanism for evaluating, and, when appropriate, phasing out the partnership.

Building on the Development Principles (section 3) and its Partnership Policy (section 4), PWRDF is committed to the following additional principles applying to partnerships:

4.1 Partnerships should be vehicles for long-term accompaniment that support the right of peoples to determine and carry out activities that further their own development options, through their civil society organizations;

4.2 Partnerships should advance and exemplify the full realization of human rights and fundamental freedoms, social justice, equitable distribution of global wealth and environmental sustainability;

4.3 Partnerships should be built on shared visions and goals for society which imply mutual support and solidarity beyond the implementation of specific programs and projects;

4.4 Partnerships should be formed in a spirit of inclusiveness that respects and promotes the value of diversity;

4.5 Partnerships should embody equity. Acknowledging that inequalities often exist as a result of power dynamics, especially in funding relations, partners should strive for equitable partnerships;

4.6 Partnerships should be dynamic relationships built on respect and honesty, in which partners strive for better understanding and appreciation of one another;

4.7 Partners should be transparent and accountable to one another;

4.8 Partners should respect one another's autonomy and constraints and strive to foster a climate of mutual trust in all their partnership activities; and

4.9 Partners should endeavour to learn from one another and facilitate the sharing of knowledge.

5. GOVERNANCE

5.1 PWRDF shall be governed fairly and responsibly by an independent, active, and informed governing body.

5.2 The PWRDF Board of Directors shall periodically reassess the Organization's governing documents and objects, vision, mission, goals, priorities, policies, for alignment of resources and effectiveness.

6. ORGANIZATIONAL INTEGRITY

6.1 The affairs of the Organization shall be conducted with integrity and transparency. PWRDF shall make full, open, and accurate disclosure to the public of relevant information concerning its goals,

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programs, finances, activities, results, effectiveness and governance. Exceptions are personnel matters, legal matters, proprietary information and ethical and legal requirements of personal privacy.

6.2 The Organization shall comply with all applicable federal laws and regulations as well as laws and regulations of the Province of Ontario and municipality of Toronto.

6.3 PWRDF shall be aware of foreign laws and regulations governing its activities in countries where it works.

6.4 PWRDF 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 member of its governing body, employee, or volunteer.

7. FINANCES

PWRDF shall:

7.1 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;

7.2 ensure that there are sufficient resources for effective administration and appropriate fundraising;

7.3 have annual audited financial statements and shall make them easily accessible to the public;

7.4 ensure that it manages its funds prudently;

7.5 shall have and follow an investment policy; and

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

8. FUNDRAISING AND COMMUNICATIONS TO THE PUBLIC

8.1 Fundraising solicitations shall be truthful, shall accurately describe PWRDF, its purpose, programs and need, shall only make claims which PWRDF 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), nor any other communication which would tend to create a false impression or misunderstanding, and no use of high-pressure tactics in soliciting donations.

8.2 PWRDF shall ensure that:

a) the public is informed of the way it intends to use donated resources;

b) when members of the public are invited to support a specific project or purpose, they are informed if donations may be reassigned and they are given an explanation of these planned alternative uses;

c) donors are encouraged to ask questions when making a donation and they are given prompt, truthful and forthright answers; and

d) donors receive appropriate acknowledgment but are not publicly identified without their consent.

8.3 PWRDF will accept only those donations which will not compromise its ethics, program focus or other interests.

8.4 PWRDF shall ensure that images and text included in all communications to the public:

a) respect the dignity and rights of the individuals portrayed and their way of life;

b) are accurate, balanced, truthful and representative of reality and do not generalize and mask the diversity of situations;

c) portray local communities as active agents in their own development process and do not fuel prejudice or foster a sense of Northern superiority; and

d) encourage a sense of interconnectedness and interdependence between the Canadian public and the people shown in the image or discussed in the text.

8.5 PWRDF shall control all fundraising activities conducted on its behalf. It shall not, directly or indirectly, pay finder's fees, commission or percentage compensation based on contributions.

When external fundraisers are used, PWRDF shall have a written

fundraising contract and shall avoid disproportionate private gain by those external fundraisers.

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8.6 When PWRDF carries out an activity that involves both fundraising and programming there shall be appropriate allocation of fundraising and program expenses.

8.7 PWRDF shall make its most recent financial statements, annual report, and a current list of members of its governing body easily accessible to the public

9. MANAGEMENT PRACTICES AND HUMAN RESOURCES

PWRDF shall:

9.1 Endeavour to follow sound management and operational practices appropriate to its mission, operations and governance structure;

9.2 Provide employees and volunteers with job descriptions or duties that detail the Organization's expectations;

9.3 Have clear, well-defined, written policies and procedures relating to its employees and volunteers and a process for communicating these policies and procedures; and ensure that the policies clearly define and protect the rights of these individuals;

9.4 Clearly describe and communicate compensation and benefits to each employee, and make financial arrangements to honour its financial commitments;

9.5 Respect the right of employees to organize into unions or associations and bargain collective agreements; and

9.6 Educate employees and volunteers on all its policies and guidelines including those it subscribes to by virtue of its membership in alliances, networks and organizations.

This Code of Ethics may be amended by the Board of Directors.

Approval Date: May 2, 2013

Last Revision Date: