**L’Arche Ontario Policy**



Policy Type Human Resources Policy Number: HR-F4

Policy Area: Code of Conduct - F Policy Approval Date: March 15, 2015

Policy Title: Standard Conduct Expectations Last Reviewed: July 2, 2018

All personnel and volunteers are expected to follow a code of conduct while on L’Arche property or representing L’Arche in any activity which is clearly defined and understood, treating everyone with respect and dignity. All personnel and volunteers will be respectful of the individuals with whom they live and work, obey provincial and federal laws, and adhere to the policies and procedures that are established by the community.

**Unacceptable Behaviours**

There are particular behaviours that are unacceptable and will result in immediate disciplinary action including suspension and/or termination of employment and/or volunteerism.

These behaviours include, but are not limited to:

* theft or inappropriate removal of property;
* borrowing/taking money or personal belongings from individuals with an intellectual disability;
* falsification of records/documents;
* use of illegal drugs;
* use of cannabis in any form, except when medically prescribed;
* excessive alcohol consumption;
* possession, distribution, use, sale, or transfer of illegal drugs;
* providing direct support to individuals with an intellectual disability, or operating a L’Arche vehicle, while impaired by any substance including alcohol, cannabis or personal medication;
* threatening or using physical force against others in the community;
* negligence or improper use of L’Arche property;
* insubordination;
* violation of health and safety rules;
* harassment in any form;
* disrespectful, inappropriate interaction with an individual with an intellectual disability;
* knowingly violating L’Arche policies, procedures and guidelines;
* chronic unsatisfactory performance or conduct;
* excessive absenteeism, chronic lateness;
* absenteeism without proper notice;
* smoking in prohibited areas/places;
* possession of dangerous or unauthorized materials or weapons;
* any action placing the safety and well-being of persons with an intellectual disability at risk;
* any activity that would have a negative effect on the reputation of L’Arche;
* continued and purposeful activities that cause disharmony in the Community.

**Confidentiality**

All personnel and volunteers are privy to significant personal and confidential information regarding individuals with intellectual disabilities. As such, all personnel and volunteers will respect conversations held in trust providing there is no adverse effect on an individual with a developmental disability AND understand confidentiality in relation to the reporting requirements of the Abuse - Zero Tolerance policy (Policy SD-A1).

**Communication/Harmonious Relationships**

Everyone in L’Arche is committed to building a community based on unity and a respect for difference. As such, every effort will be made to resolve interpersonal difficulties as soon as possible.

All personnel will:

* speak openly and honestly with the person with whom they are in conflict;
* seek help from a person in a Leadership role if unable to resolve/reduce the conflict in private conversations, (see ‘Lines of Communication’ document, attached);
* make every effort to reduce any disharmony within the community by finding solutions to the conflict.

**Relationship Guidelines**

It is important that romantic relationships are respected and respectful of others in the community. For this reason, it is not supported that individuals involved in a romantic/exclusive relationship spend time alone in each other’s bedrooms or in communal spaces where other members of the home or community may feel excluded. Individuals working in the same home will be reassigned according to the needs of the community.

L’Arche homes must be kept respectful at all times. Many people may desire this kind of relationship, but for various reasons may not be able to enter into this type of connection. In addition, some people’s previous experience with sexual relationships may not have been healthy and as a result, individuals can carry great anguish in connection with romantic relationships. Individuals involved in a romantic or exclusive relationship are asked not to engage in public displays of affection.