



JESUIT VOLUNTEER CORPS NORTHWEST CODE OF CONDUCT OVERVIEW AND SIGNATURE PAGE

Jesuit Volunteer Corps (JVC) Northwest recognizes the inherent dignity of all individuals and promotes respect and reverential behavior toward those with whom the representatives of JVC Northwest work and serve. Representatives of JVC Northwest must at all times be aware of the responsibilities that accompany their work and service, uphold the values of JVC Northwest, and promote dignity and respect in their daily interactions with others.

JVC Northwest is committed to providing a safe environment for those with whom we serve and work and has outlined a plan to address the issues of potential abuse and misconduct by our Jesuit Volunteers (JVs) and staff. Those who act on behalf of JVC Northwest may have special influence in the lives of the people they serve and an imbalance of power and hence vulnerability can be inherent in the relationship. It is the responsibility of those representing JVC Northwest to maintain appropriate boundaries with those with whom they work and serve.

In relationships the appropriateness or inappropriateness of behavior is judged both by the intent of the representative of JVC Northwest and its impact upon the recipient. It is the policy of JVC Northwest to expect the behavior of all representatives of JVC Northwest to comply with professional ethical standards. Not only must the actual behavior meet appropriate standards, but all representatives of JVC Northwest are expected to act in ways which do not give the appearance of impropriety. Additionally, the relationships between JVC Northwest staff, JVs, and partner agencies must adhere to ethical professional standards.

As a representative of JVC Northwest, I promise to strictly follow the rules and guidelines in this Code of Conduct as a condition of my affiliation with the organization and in agencies with whom JVC Northwest partners.

As a representative of JVC Northwest, I will:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with vulnerable people outside of the duties of my position as outlined in the position description.
- Recognize I am in a position of power when working with vulnerable people and therefore have the responsibility of setting and communicating healthy boundaries in order to prevent scenarios that can be later misinterpreted as abuse.
- Use positive reinforcement rather than criticism, competition, or comparison when working with vulnerable populations.
- Refuse to accept expensive gifts from vulnerable people, their family or friends and anyone at partner agencies.



Appendix C Whistleblower Policy

Policy: Whistleblower Policy: Director, Employee and Jesuit Volunteer

Date adopted: 2009

Date revised: 2013

Purpose and Scope: Jesuit Volunteer Corps (JVC) Northwest seeks to conduct all of its activities in an ethical, responsible and legal manner. Board members, staff and Jesuit Volunteers are expected to practice integrity and honesty in fulfilling their responsibilities and must comply with all applicable laws and regulations. The purpose of this policy is to support JVC Northwest’s goal of legal compliance and provide protection to employees and volunteers by providing a mechanism to report unethical, irresponsible or illegal behavior.

Policy: It is the intent of JVC Northwest to adhere to all laws and regulations that apply to the organization. The board, staff and Jesuit Volunteer (JV) must comply with various laws and regulations.

JVC Northwest will not retaliate against a director, employee or Jesuit Volunteer who, in good faith, has made a protest or raised a complaint against some practice of JVC Northwest or against another individual or entity with whom JVC Northwest has a business relationship.

Procedure:

If a director, employee or JV should discover information leading them to believe that a serious wrongdoing, illegality or unethical behavior has occurred in JVC Northwest, they shall report this information in writing to the executive director and the chair of the board.

The executive director shall conduct an investigation. If the executive director is implicated in the wrongdoing, the chair or other member of the board will be the point of contact and conduct an investigation. Reports of violations will be kept confidential, except in conjunction with the investigation of the complaint. The board can depart from this policy if it concludes the benefits of disclosure outweigh the benefits of confidentiality. Appropriate corrective action will be taken if warranted by the investigation.

At the Corporation for National and Community Service (CNCS), which oversees AmeriCorps, there is a Fraud Hotline to provide an opportunity for concerned citizens, program participants, employees of CNCS grant recipients, volunteers, and others to report instances of fraud, waste, abuse of authority, and mismanagement. **Fraud Hotline telephone number is 1-800-452-8210.** Reports may also be made via e-mail to hotline@cncsig.gov.

My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

Signature

Date

Print Name

Date