

Code of Ethics
Bishop's University / Champlain College Refugee-Student Sponsorship Project
[Passed on March 10, 2010]

PREAMBLE

1. The Bishop's University / Champlain College Refugee-Student Sponsorship Committee believes that all refugees have a right to protection and a durable solution. Through sponsorship, we contribute to some refugees securing these rights in Canada, in addition to those refugees resettled by the government.
2. The Bishop's University / Champlain College Refugee-Student Sponsorship Committee sponsors refugee students because we believe that Canadians have an obligation to foster the educational advancement and provide a genuine durable solution for refugee youth who have no access to higher education and no durable solutions in host countries
3. Consistent with the purpose of sponsorship which is to fulfill refugees' rights, we commit to respect and promote the human rights of refugees, particularly those we sponsor.
4. Although we can only sponsor a small number of refugees in need of resettlement, we will respect the principle of non-discrimination in selecting whom we sponsor; that is, we will welcome both male and female students from all countries, ethnic backgrounds and religions.
5. Recognizing that there is an inherent power imbalance in the relationship between sponsors and sponsored persons, we commit to act in ways that minimize the risk of oppression in the relationship.

PRINCIPLES

We commit to respecting the following ethical principles in our sponsorship work:

- | |
|--|
| <ol style="list-style-type: none">1. <i>Right to self determination.</i> We will respect and support the right of those sponsored to make their own decisions about their lives. |
|--|

- We will inform sponsored students of their right to make their own decisions and will insure that they are informed regarding their legal rights in Quebec and in Canada.
- We will provide sponsored students with relevant information so that they can make informed choices. Thus, for example, they will have the opportunity to reconsider whether they wish to continue university studies, and in what programs, or whether they wish to pursue other avenues for personal advancement. The Sponsorship Committee will assist them in finding the information needed to make these decisions and in completing whatever process is necessary.
- We will support sponsored students in managing their own budgets.
- Sponsored students who wish to leave the Sherbrooke community or to leave school will continue to receive the financial support provided for students who stay but of necessity, will lose the benefits of in-kind support from local institutions. We will advise sponsored

students of the financial implications of such decisions and will assist them in finding work if they remain in our community.

- We will refrain from making judgments about choices made by the students we sponsor.
- We will respect the choices of those sponsored about how they wish to be described (including whether they wish to be identified as “refugees”).
- We believe in the importance of family reunification and maintenance of connections to old friends when possible and will make efforts, within the limits of our capacity [and WUSC’s willingness], to provide information to and to assist refugee students who want to reunite with family members and old friends.

2. Right to privacy. We will respect the right of those sponsored to privacy.

- We will inform sponsored students of their right to privacy.
- We will share personal information as needed, but no further.
- In addition, we recognize that individuals feel differently regarding privacy and, both as individuals and as a committee, will consult each sponsored student when sharing confidential information about him or her either within the committee or beyond.
- In particular, we will consult sponsored students for their permission before sharing information regarding personal or academic difficulties with teachers or counsellors – or even with the wider network of people who form the sponsorship committee.
- We will consult sponsored persons before publishing photographs or information about them, either in our project brochure or in any other media.
- We will ask those with whom we are associated [educational institutions, media, donors and supporters] to respect our organization’s policy on privacy requirements as needed.
- We will safeguard documentation containing personal information.
- We will respect the privacy of sponsored students’ residences.
- The Committee collectively will be provided with information regarding expenditures in response to special [e.g., health] needs of individual sponsored students only to the degree that is necessary in order to make informed decisions regarding future expenditures.

3. Competence. We will respect our duty to act competently.

- We will acquire appropriate cultural and diversity understanding.
- In particular we will, individually, take responsibility for informing ourselves regarding the country situations that have led to our sponsored students’ displacement.
- We will provide sponsored students with accurate information on their rights, on services available to them, etc.
- In particular, we will insure that health providers give information regarding nutrition, hygiene and sexual health to our sponsored students.
- We will recognize our own limits and make appropriate referrals.
- We will accept a duty of care to ensure that the basic needs of sponsored persons are met.
- We will provide sponsored students with orientation and with a monthly allowance and guidance in its use as well as with mentoring on financial management when appropriate. The allowance is determined in consultation with the student members of the sponsorship committee in order to arrive at an amount considered to be fair by “Canadian student standards”. It may be negotiated depending on the particular circumstances.
- We will meet sponsored students’ needs with regard to school supplies, clothing, and personal items necessary to their well-being.

Regarding membership in the Sponsorship Committee:

- After attending two meetings [that is, at the end of the second meeting], new members of the Sponsorship Committee will be invited to join the Sponsorship Committee and will at that time be asked to read the Code of Ethics and to sign a paper indicating their willingness to observe it.
- Members who do not participate actively in meetings and fundraising and/or take initiatives to support sponsored students will be advised to withdraw from the Committee.

4. *Transparency.* We will be transparent in our services, towards those seeking sponsorship, those sponsored and the public.

- We will provide clear and transparent information about how we make decisions on who to sponsor.
- We will provide to sponsored students full information about all matters that concern them.
- We will address complaints through an established complaints mechanism. That is, we will inform sponsored students of the complaints mechanisms available to them at the university or college, and we will involve a neutral third party in resolving complaints directed to the sponsorship committee as needed.
- Our accountant will provide information regarding budget, revenues and expenses to the Committee and to donors upon request subject to the limitations indicated under “*Right to Privacy*” in number two above.
- We will strive to be open and to make sure information and expectations are clear.

5. *Equity.* We will strive to make our relationships as equitable as possible, by being aware of power dynamics and guarding against risks of abuse of power.

- We will select refugees for sponsorship based on equitable principles. In particular, in selecting students for sponsorship, the BU/CRC Sponsorship Project is committed to trying to find a good match between the needs of refugee students and the particular attributes of our bilingual, small institutional setting.
- We will impose no expectations of those we sponsor other than those essential for the functioning of the sponsorship.
- We will inform the sponsored students of the limits of those expectations and that they are not required to do more (bearing in mind that sometimes sponsored persons may perceive pressures to do some things even when there is no such intention). In particular, sponsored students are free to make their own decisions to attend Committee meetings and fundraising events or not to attend them. They have the right to determine the extent and limits of their involvement in the Sponsorship Project and in its refugee advocacy activities.
- We will establish appropriate boundaries in personal relationships.
- We will show respect for personal choices of our sponsored students.
- The BU/CRC Sponsorship Project is a strictly secular project with no affiliation to any religious [or political] body. Sponsored students will be informed about religious and political institutions and activities in the community but are free to make their own decisions regarding their involvement in those activities. Sponsors will take care not to impose (or create) expectations regarding involvement in such activities.
- Sponsored students may be invited but will not be expected to give public talks about their refugee experiences or their countries.

- Friendship among peers is a key component of sponsorship at Bishop's and Champlain. However, members of the Committee will take caution before engaging in romantic or sexual relationships with the sponsored students during the year of sponsorship.
- We will work to develop trust in relationships.

6. *Financial integrity.* We will maintain integrity in financial and business relationships and avoid actual or perceived conflicts of interest.

- We will not accept gifts from sponsored students that are more than token during the sponsorship.
- We will develop and follow a protocol for sharing financial information (see above).
- We will declare potential conflicts of interest to each other and seek solutions to minimize the risk of exploitation to sponsored students (e.g. involving a third party if a sponsor offers to hire a sponsored person).
- Loans to sponsored or formerly sponsored students must be considered and made or not made in light of the need to balance fairly the needs of sponsored students with the need to provide protection and opportunity for resettlement to future sponsored students, that is to preserve the integrity and future of the sponsorship project.
- Recognizing that sponsored students have a *right* to support during the year of sponsorship, we will strive to ensure that they do not feel that they are receiving charity from or are beholden to individuals or to the Sponsorship Committee for their support.

7. *Concluding a sponsorship.* We will work to ensure a satisfactory conclusion to the sponsorship for all concerned.

- We will prepare sponsored students for the end of the sponsorship and attempt to address any anxieties in advance.
- In particular, we will help sponsored students apply for students loans, find a place to live, and funds permitting, we will pay their rent, phone installation and utilities for the first month after sponsorship ends (usually September) in order to give them a good start for their second year in Canada.
- We will ensure that sponsored students are aware of their rights and entitlements, including their entitlement to government benefits and services.
- We will acknowledge the end of sponsorships and recognize those who contributed to them.
- Sponsored students are not expected to become members of the Sponsorship Committee when their sponsorship ends. The committee will take care to insure that they do not feel pressure in this regard.

Code of Ethics
Bishop's University / Champlain College Refugee-Student Sponsorship Project

I, _____, have read the Code of Ethics for the ***Code of Ethics***
Bishop's University / Champlain College Refugee-Student Sponsorship Project. I understand it and
acting in good faith, agree to abide by it as a member of the Sponsorship Committee.

Signature: _____

Date: _____

Permission to use Photographs
Bishop's University / Champlain College Refugee-Student Sponsorship Project

I, _____, ***do / do not (circle one)*** give my permission for the
Sponsorship Committee to use photographs of me – taken in the course of Sponsorship Project activities –
in its publicity. I understand that this publicity may take the form of pictures included in the Project
Scrapbook or powerpoint presentations (open to view by others) and/or *group* photos in the local press
and possibly in on-line publications by WUSC or the College or University. I also understand that if an
individual photo of me is to be used, in any public context, I will be asked for my permission *again* on that
occasion.

Signature: _____

Date: _____

Please submit signed form to Heather Thomson.