



OUR ETHICAL CHARTER



PREAMBLE

France Terre d'Asile is a historical and major player in the promotion and defence of asylum, that broadened its field of action by modifying its statutes and now offers help to all persons in a legal migrant situation.

In 2002, it initiated and created a Charter for asylum seekers and refugee assistance in the National Reception System which defines a quality support for these people.

We would now like to publicise our ethical charter. Because working at France Terre d'Asile is highly relevant, its staff must be and continue to be proud of this. We are responsible to the beneficiaries but also to our partners and funders. France Terre d'Asile wants to base its actions on principles which affirm its ethical commitment and its responsibility. The charter makes official these ethical commitments between France Terre d'Asile and its staff, reinforcing the respect of laws and conventions.

The charter is a reference document intended to help staff integrate the ethic of France Terre d'Asile into their daily actions. This commitment defines some points of reference and helps provide sense and values for our organisation and for the professional actions of our staff. It applies to all staff members of the organisation, whether employees, volunteers, administrators or directors. France Terre d'Asile expects that all staff contribute positively to this ethical process, and respect its values and principles.

TO EVERY STAFF MEMBER, USER AND FUNDER, FRANCE TERRE D'ASILE IS COMMITTED TO :

- I Providing good working conditions for carrying out its missions, and identifying potential professional risks.
- II Recognizing and valuing the work carried out, respecting each colleague and guaranteeing their freedom of speech.
- III Providing a clear framework concerning the sense of their work, emphasising their independence and responsibility, and informing them about the strategy and realization of the organisation.
- IV Combatting every kind of discrimination and harassment.
- V Applying complete equality in all circumstances, promoting education, evolution and professional development.
- VI Establishing a dialogue, based on being heard, mutual respect, team spirit, trust and good professional practices.
- VII Ensuring legal protection to all staff members when carrying out their functions.
- VIII Supporting any employees facing obstacles in their mission.
- IX Defending the values of France Terre d'Asile (solidarity, brotherhood, secularity, independence) and missions, as well as the rights of our public.
- X Guaranteeing the confidentiality of the personal information of staff and users.
- XI Promoting the proper treatment of users, applying and promoting the charter for asylum-seekers and refugee assistance, aiming at a highly qualified action.
- XII Ensuring a good management of the activities, and to being accountable and transparent in the utilisation of public funds.

ALL STAFF MEMBERS WORKING WITH FRANCE TERRE D'ASILE ARE COMMITTED TO :

- I Respecting working methods and all means available in order to guarantee that public funds are being properly used.
- II Respecting and promoting in all cases the rights, dignity and proper treatment of received people.
- III Being involved in the organisation and supporting its values in daily professional life.
- IV Being honest and working with integrity, maintaining secrecy between colleagues and not revealing information about the organisation. Respecting total confidentiality towards the received people.
- V Being professional, improving expertise and assessing practices, in order to provide a support adapted to the needs of users, the organisation and its environment.
- VI Staying distant during the accompaniment in order to ensure an effective support for the received people.
- VII Providing feedback from the actions and alerting on any difficulties being faced.
- VIII Being a good listener, open minded, respectful and helpful; standing together with the team and cooperating, encouraging network forming, dialogue and information sharing.
- IX Respecting others and their differences, being impartial and not allowing any discrimination toward the received people.
- X Defending the image and reputation of France Terre d'Asile in its professional environment.
- XI Promoting the proper treatment of users, applying and promoting the Charter for asylum-seekers and refugee assistance.
- XII Constantly refining the general quality of the actions, supporting the public by respecting its dignity and its autonomous skills and responsibilities.