



Between:

Mennonite Central Committee Canada (MCC)

as the Sponsorship Agreement Holder (SAH)

and

(Name of church or organization)

as its Constituent Group (CG)

Background:

- MCC feels called to welcome resettled refugees to Canada as one way to build peace and justice in Canada and around the world.
- When staff resources allow and the goals of a group outside MCC's core constituency are in line with MCC's goals to implement the Canadian government's Private Sponsorship of Refugees Program (PSRP) such groups are also welcome to partner with MCC.
- Such churches and other organizations are designated as Constituency Groups (CGs) by Immigration, Refugees and Citizenship Canada (IRCC) under the PSRP.
- As a Sponsorship Agreement Holder (SAH), MCC has entered into certain legal commitments and binding obligations with IRCC, and is ultimately responsible to IRCC for the manner in which CG's whom it has approved carry out their activities in sponsoring and working with a refugee family.
- Mennonite Central Committee (Ontario) (hereafter called "MCC") is a related, registered charity operating within Ontario, to whom MCC has delegated some of its responsibilities for local implementation of refugee sponsorships, and is MCC's authorized agent for CGs and refugees sponsored in Ontario.
- The church/organization listed above has approached MCC and expressed their desire to partner with MCC in sponsoring a refugee family, as an approved CG.
- This Agreement sets out the mutual commitments and obligations being undertaken by MCC and the CG with respect to sponsorship of the refugee family assigned to the CG under the PSRP.

Sponsoring Refugees is a Charitable Act

The Sponsorship Agreement, which MCC has signed with IRCC, requires that a Sponsorship Agreement Holder (SAH) and its Constituency Groups (CGs) may not profit financially in any way through the sponsorship of refugees.

Accordingly, the CG agrees that:

- It may not collectively, and none of its members may individually, charge any fees, expect or require contributions, nor demand or accept repayment from refugees for the act of private sponsorship.
- Privately sponsored refugees have no legal obligations to, and cannot be required to, enter into any legal obligation to prepay or repay their sponsors for lodging, care, and settlement assistance.
- The refugee's relatives in Canada or abroad may voluntarily contribute funds to the resettlement of the refugee family, if able and willing to do so, but they must not expect reimbursement (financially or in kind) for doing so from the sponsored refugee, and the CG will not participate in, nor facilitate, any such transaction.
- The CG is jointly and severally responsible for financial obligations the undersigned have collectively agreed to in the Sponsorship Undertaking signed with IRCC. The undersigned are not liable for debts which privately sponsored refugees incur in Canada themselves, or before coming to Canada (e.g., travel loans).

Basic Commitment

When submitting a private refugee Sponsorship Undertaking (IRCC form IMM-5373), MCC and the CG must commit to having sufficient resources to support the privately sponsored refugee(s) for the period determined in the Sponsorship Undertaking, which is normally 12 months.

Accordingly, the CG agrees to the following:

- The authorized signing officers of the CG will sign the Sponsorship Undertaking which binds the CG to provide the financial and moral support of the refugee(s) which they have agreed to sponsor;
- Reception – members of the CG will meet and welcome the refugee(s) upon arrival in the community;
- Lodging – The CG will provide suitable accommodation, basic furniture and other household essentials for the refugee(s);
- Care – The CG will provide food, clothing, local transportation and other basic necessities of life to the refugee(s);
- Settlement Assistance and Support – The CG will assist the refugee(s) to learn an official language, seek employment, encourage and assist them to adjust to life in Canada;
- Details of the types of support described above will be outlined in a Settlement Plan (IRCC form IMM-5440) which will be completed and signed by authorized signor for the CG and MCC.

Scope of Financial Commitment for CG Members

Before MCC will submit a completed Sponsorship Undertaking agreement to IRCC, the CG must satisfy MCC that it collectively has the necessary financial resources available to support the refugee(s) for the entire period of sponsorship. Unless other arrangements are made in advance, the CG is entirely responsible for the financial support of the sponsorship. By signing this Agreement, the CG agrees that they will be jointly and severally responsible for those costs as established by IRCC and determined by the Minimum Financial Support Calculator. This is the MINIMUM required for support and must be maintained at the rate current throughout the year of sponsorship (which may differ from the amount due at application submission).

Regardless of Finance Option chosen, the CG and its designated Finance Contact shall be responsible for working with MCC to create a Finance Report and satisfy all reporting requirements as set out in the report.

- The Finance Contact shall be responsible for working with MCC to develop the Finance Report and reporting schedule **prior to the submission to IRCC.**
- The Finance Contact will attend the pre-arrival finance orientation and submit the updated Finance Report to MCC as scheduled throughout the year of settlement

FINANCE OPTION 1

If the CG is a registered charity which is encouraging and supporting the refugee sponsorship undertaking, financial donations from CG members or from persons assisting them to meet the collective commitment may be eligible for a tax deductible donation receipt from the registered charity with which they are affiliated. For example, Canada Revenue Agency advises that a church congregation can use its registered charity tax number to give receipts for donations to its refugee support fund, provided the church board has decided that refugee sponsorship is a mission of the congregation. The refugee fund of the CG therefore operates as a benevolent fund within that charity's budget. Congregation and community members may support such a refugee fund and obtain tax deductible donation receipts if the following steps are followed:

- The registered charity's board, by a formal motion, must endorse or affirm that "refugee sponsorship is a mission of the congregation, organization or group."
 - Use the term "refugee sponsorship." This is a broader commitment than support to specifically named refugees.
- The motion can indicate that sponsorship depends on a specified amount of money being raised.
 - If the motion does not specify the funds amount designated to refugee sponsorship, the registered charity will submit a Fund Declaration Letter to MCC:
 - on letterhead
 - indicate the total funds designated for the sponsorship
 - signed by the authorized signatory for the registered charity.
- The registered charity's board must designate a budget line for refugee sponsorship and must oversee the distribution of refugee sponsorship funds. The donors must make their donations to the charity, designated for this refugee sponsorship fund. All money disbursed by the registered charity out of that fund for the benefit of the sponsored refugee(s) must be accounted for and the transactions recorded.
- The registered charity shall assign a Finance Contact.

FINANCE OPTION 2

MCC will set up a Refugee Resettlement Designated Account (RRDA) to receive funds required to cover the cost of resettling the refugee(s). Funds received for named sponsorships are not considered a charitable contribution by Canada Revenue Agency, thus MCC will not generally provide tax receipts. MCC will assess a 5% cost recovery fee to partially offset the costs associated with the administrative resettlement process. If

MCC's conditions of operation of such a designated account are met, then the Authorized Signor and Finance Contact will also sign the MOU RRDA regarding the setting up of a RRDA. If these conditions cannot be met by the CG, an RRDA cannot be set up.

Financial Obligations of Privately Sponsored Refugees

The standards for using personal funds and income revenue that apply to government-assisted refugees, described in Immigration and Refugee Protection Act Regulations (chapter 1P3), may also be applied to PSRs who arrive with personal funds or who begin to generate income or receive entitlements after they arrive.

If such conditions exist where the refugee has other sources of income before the 12 month period expires, and funds are received by MCC through Option #2, disbursements from the RRDA will be adjusted. If this adjustment results in excess funds in the RRDA, these funds will be redirected by MCC to related refugee resettlement efforts.

As a general operating principle, PSRs who have their own financial resources should contribute to their basic financial support. Those who have such financial resources retain the right to manage their own finances and **MUST NOT** submit their funds to their sponsors to manage (although providing assistance in familiarizing the refugee(s) with the Canadian banking system is certainly appropriate and necessary).

Working with Vulnerable Populations

Because resettled refugees are considered a vulnerable population, all members and volunteers of the CG who will work directly with PSRs are required to obtain a Vulnerable Sector Check. **It is noted that MCC is in partnership with the CG, not its individual members and all volunteers are considered volunteers of the CG, not of MCC.**

Vulnerable Sector Checks (VSC)

VSC OPTION 1

The CG maintains the records of all their volunteers and ensures compliance of the volunteers in maintaining up-to-date VSCs according to the CGs existing policies and procedures.

VSC OPTION 2

The CG will provide MCC with a list of all current volunteers associated with the specific case application through the *Volunteer Information Form* at the time of the application submission. Enhanced Police Checks will be conducted by a third party contracted specifically for this purpose. The CG volunteers listed on the form will receive the information link via email from MCC which will then guide them through the process. The associated fees are the responsibility of the individual applicants.

All volunteers must complete the process and provide their report to the CG Primary Contact for tracking on the *Volunteer Information Form*. The CG Primary Contact will then provide MCC with an updated and *complete* form prior to application submission to IRCC.

Proof of police check compliance must be provided by the individual to the CG Primary Contact. The CG Primary Contact will maintain the appropriate records with confidentiality. MCC requires the police check documentation to accompany the completed *Volunteer Information Form*. The CG Primary Contact is responsible for notifying MCC of any changes to their volunteer staffing throughout the sponsorship period.

If necessary, the CG Primary Contact may speak with MCC regarding the use of their local Police Services for Vulnerable Sector Checks. MCC will maintain files related to VSCs, hold them confidentially, and will advise the CG Primary Contact of any concerns.

The only exception to this requirement will be for CG members who have already undergone such a background check within the last two (2) years by another charity (such as a church congregation) which is supporting their refugee sponsorship effort. A copy of this Vulnerable Sector Check must be provided to the CG Primary Contact. The CG Primary Contact will maintain the appropriate records with confidentiality. MCC requires the VSC documentation to accompany the completed *Volunteer Information Form*

Liability and Auto Insurance

Refugee Sponsorship, as with any program or service that interacts with people, carries a certain risk to the individuals involved. While the incident rate is very low, the risk involved for volunteers needs to be acknowledged.

- Liability – legal issues arising from injury or harm at the hands of volunteers or newcomers
- Insurance – liability arising from use of personal vehicle or home
- Allegations of abuse.

Proof of liability insurance must be provided in one of two ways. Please indicate on the Volunteer Information Form which of the following methods your Constituency Group will provide.

INSURANCE OPTION 1

The CG will provide MCC with a Certificate of Insurance, confirming not less than \$2,000,000 Commercial General Liability coverage including Non-Owned Automobile Liability, \$2,000,000 Directors and Officers Liability coverage, \$2,000,000 Occurrence Form Abuse Liability coverage, *all to include MCC as Additional Insured.*

INSURANCE OPTION 2

Proof of liability insurance must be provided by the individual to the CG. The CG Primary Contact will then provide MCC with an updated and *complete Volunteer Information Form* prior to application submission to IRCC. The CG will maintain the appropriate records with confidentiality. MCC may request proof of compliance at any time.

All members of the CG who plan to work directly with, interact or provide transportation to PSRs, will provide the CG with proof of the following standard insurance coverages:

- a valid motor vehicle insurance policy carrying third party liability coverage of not less than \$1,000,000.00, for any vehicles in which PSRs are likely to be transported during the year of sponsorship commitment
- a homeowner's or tenant's insurance policy on the residence where the CG member resides providing third party liability coverage of not less than \$1,000,000.00.

Privacy and Confidentiality

As a Constituent Group working with MCC to settle refugees, it is important to understand and support our collective responsibility to protect the privacy of personal information of constituent group participants, volunteers, interpreters, staff, donors and the sponsored refugees. As well, the confidentiality of personal matters needs to be respected. Therefore, we have developed Privacy and Confidentiality guidelines for CGs, which are attached to this MOU document as an Appendix and can also be found on our Refugee Resettlement Portal.

Structure and Administration of the Relationship between MCC and CG

In order for the sponsorship to be well managed:

The CG will:

- a) Work cooperatively with MCC as its staff assess the viability of a sponsorship.
- b) Designate an Authorized Signor, Primary and Secondary Contact person. Full contact information for these contacts will be provided to MCC and if there is a change, MCC will be notified.
- c) If using FINANCE OPTION #2: Designate a Finance Contact. Full contact information will be provided to MCC and if there is a change, MCC will be notified.
- d) The Authorized Signor for the CG will:
 - sign a Settlement Plan that is approved by MCC.
 - sign the Sponsorship Undertaking for the sponsorship, on behalf of the entire CG. He or she will ensure that the CG (specifically the individual support providers) understand the obligations that it is agreeing to corporately.

NOTE: By signing this agreement, the undersigned CG agrees to be bound by Sponsorship Agreement and Settlement Plan (and any other necessary documentation) signed on their behalf by the CG's Authorized Signor.
- e) Report to MCC any changes in the composition of the group that may have an impact on the

Settlement Plan, such as members moving away, unexpected financial problems or conflict within the CG or with the resettled refugee.

- f) Report to MCC if the resettled refugee moves or has a change in family composition through events such as births, deaths, marriages or divorce.
- g) Report to MCC at its one (1) month (baseline), six (6) month and twelve (12) month point of resettlement for MCC's data collection and reporting obligations to IRCC.
- h) Allow a representative of MCC to visit the resettled refugee at any time that is convenient for the resettled refugee.
- i) If significant problems arise with the sponsorship that are required to be brought to the attention of IRCC, MCC will be responsible for such contact and communication with IRCC. The CG will cooperate with MCC in obtaining and providing any necessary information and records for such purposes.
- j) **Finance OPTION 1 only:** MONTH 1, MONTH 6 and MONTH 12 Finance Report. The Financial Report provides a summary report of the financial commitment and support provided by the CG. This report will prove valuable as a Quality Assurance document for IRCC.
- k) **Finance OPTION 2 only:** Follow the planning, reporting, and payment request process outlined in the MOU RRDA. The Financial Report and Payment Request process provides a summary report of the financial commitment and support provided by the CG. This report will prove valuable as a Quality Assurance document for IRCC.

MCC will:

- Support in assessing the viability of a sponsorship before a Sponsorship Undertaking is signed, through MCC personnel.
- Support from MCC personnel in filling out all necessary sponsorship documentation and monitor the application as it is processed by IRCC.
- Information on the expected arrival date for the newcomers as soon as that is known. CGs should note that sometimes the Notice of Arrival Transmission (NAT) does not come from IRCC until shortly before the arrival of the newcomers, and be prepared to respond accordingly.
- MCC staff will remain available to the CG and the resettled refugee(s) for consultation and support throughout the resettlement period.
- MCC will advise the CG and the newcomers on their transition out of the official sponsorship period.

Issues Arising in Completion of a Sponsorship

MCC is contractually responsible to IRCC for successful completion of each Sponsorship Undertaking by its CGs, and depends upon IRCC to provide refugees for placement with CGs (unless in the case of a named sponsorship). MCC is required to periodically monitor and assess each refugee placement with a CG and provide reporting back to IRCC. Circumstances can also change, for reasons that are unforeseen and uncontrollable, as the sponsorship commitment proceeds.

The CG therefore acknowledges and agrees that:

- l) There is no guarantee that they will be assigned a particular refugee group or family which the CG may have requested. The CG will be flexible and work collaboratively with MCC personnel if the refugee group or family ultimately placed with the CG is different than expected.
- m) The CG will promptly respond to reasonable, periodic requests from MCC refugee program personnel for financial reports and progress updates.
- n) The CG will consult with MCC Refugee Program personnel, ask for guidance and assistance if significant issues arise with the PSRs whom they have sponsored, and comply with such advice to the best of their ability.

MCC retains the right to determine, in its discretion, that a particular sponsorship has failed (for a variety of reasons and not necessarily as the fault of any individuals) and in such cases MCC may cancel a sponsorship and discontinue the placement of affected PSRs with a CG.

- Such a sponsorship breakdown will not relieve the CG from its financial commitments for the full sponsorship period, and funds that have been raised for their Sponsorship Undertaking are not returnable.
- The CG will indemnify MCC and MCC if any legal claims are brought against it as a result of alleged negligence or misconduct on the part of a CG member which has allegedly caused harm or injury to a PSR.

CG Option selection

Please select one option per line. All lines must be completed.

1. FINANCE: Option 1 Option 2
2. VSC: Option 1 Option 2
3. Insurance: Option 1 Option 2

Contact Persons and Authorized Signatory of _____

Primary Contact: Name: _____
Address: _____
Cell Phone: _____ Alt Phone: _____
E-mail: _____

Secondary Contact: Name: _____
Address: _____
Cell Phone: _____ Alt Phone: _____
E-mail: _____

Finance Contact: Name: _____
Address: _____
Cell Phone: _____ Alt Phone: _____
E-mail: _____

Authorized Signor: Name: _____
Address: _____
Cell Phone: _____ Alt Phone: _____
E-mail: _____

To signify our acceptance and intention to be bound by this Agreement and Privacy Guidelines (Appendix), the undersigned have each signed this Agreement below, on the date indicated beside our respective signatures.

SIGNATORY: full name and title
I have authority to bind the organization.

signature

date

Mennonite Central Committee Canada

Moses Moini _____
Refugee Program Coordinator, MCC Ontario
I have authority to bind MCC Canada

signature

date



Mennonite Central Committee Ontario

Guidelines: Regarding Privacy and Confidentiality

As a Constituent Group working with MCCO to settle refugees, it is important to understand and support our collective responsibility to protect the privacy of personal information of constituent group participants, volunteers, interpreters, staff, donors and the sponsored refugees.

The below are principles and guidelines regarding the minimum requirements for the protection of personal information provided by a Constituent Group to its supporters, constituents, volunteers and donors in a manner consistent with the provisions of the Personal Information Protection and Electronic Documents Act Canada (PIPEDA). PIPEDA establishes rules for the management of personal information by organizations involved in commercial activities, attempting to strike a balance between an individual's right to the protection of personal information and the need of organizations to obtain and handle such personal information for legitimate business purposes.

Personal information includes data that specifically identifies someone like name, address, phone number, email address, etc.).

Below are some important principles and practices regarding the collection of personal information for constituent groups:

- Be accountable for the information you collect (keep accurate and secure).
- Be accountable for the information you collect (keep accurate and secure).
- Obtain consent for the collection and use of private information.
- Limit collection of information to only that which is necessary.
- Do not share personal information without consent.

As well, a level of confidentiality should be kept for the constituent group and the refugees. It is helpful if each Constituent Group spends some time discussing confidentiality expectations among group members. It is also important to respect the right to privacy and confidentiality for the refugee newcomers as well. Sponsored refugees are already vulnerable given their recent experiences and newness to the country. Thus it is of utmost importance that discretion and sensitivity be used in the sharing of personal or private information about the newcomers. Personal and private Information should be shared and discussed on a "need to know basis" with those in the group and/or with any involved community support professionals.

More information about the PIPEDA Canada can be found at this site:

https://www.priv.gc.ca/leg_c/r_o_p_e.asp



**Note: the following text has been adapted by Mennonite Central Committee, as a code of ethics for constituent groups.*

ADDENDUM to Agreement:

Name of Principal Applicant:

Name of Constituent Group:

As a constituent group, we welcome and resettle refugees for a variety of reasons. Part of our goal is to build welcoming communities and we expect all people we work with to be committed to these ethical standards.

PREAMBLE

- 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.
- Consistent with the purpose of sponsorship, which is to fulfill refugees' rights, we commit to respect and promote the dignity and human rights of refugees, particularly those we sponsor.
- 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.
- We will seek to promote gender equity, mindful of the need for sensitivity in the cross-cultural setting and in the context of the unequal relationship between sponsors and those sponsored.
- We commit to respect our obligations, including our legal obligations, to protect the rights of sponsored children and other sponsored persons with particular vulnerabilities.

PRINCIPLES

We, as the constituent group, commit to respecting the following ethical principles in our sponsorship work:

1. **Right to self determination.** We will respect and support the right of those sponsored to make their own decisions about their lives.
 - We will inform those sponsored of their right to make their own decisions or provide training on their rights.
 - We will provide those sponsored with relevant information so that they can make informed choices.
 - We will support those sponsored in managing their own budgets.
 - We will support those sponsored in progressively gaining confidence in making their own decisions as they familiarize themselves with Canadian society.
 - We will refrain from making judgments about choices made by the persons 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 will respect the right of those sponsored to make decisions regarding questions of faith and religious affiliation.
2. **Right to privacy.** We will respect the right of those sponsored to privacy.

- We will inform those sponsored of their right to privacy or find appropriate training for such information.
 - We will keep the personal information of those sponsored private and will only share information after permission is granted and only with the people that we are given to permission to share this information with.
 - We will respect the sponsored persons' right to privacy about their past, including their experiences of persecution, flight, and exile, and follow their lead on what, if anything, they want to share.
 - We will obtain explicit informed consent from sponsored persons before publishing information about them or photos of them in any form, including in emails, social media and newsletters. We will recognize that due to the power imbalance sponsored persons may not be comfortable saying "no" and we will therefore give careful attention to ensuring that consent is truly being voluntarily provided.
 - We, as the constituent group, will respect MCC's policy on privacy requirements.
 - We will require interpreters to sign a confidentiality agreement if they are not already bound by professional standards, and we will inform those sponsored of the interpreters' role and duty to respect privacy.
 - We will make sure documents containing personal information are kept safe and private.
 - We will respect the privacy of sponsored persons' homes.
 - We will act as advocates for the right to privacy of those sponsored.
3. **Financial integrity.** We will maintain integrity in financial and business relationships and avoid actual or perceived conflicts of interest.
- We understand that: "SAHs, Constituent Groups and Co-sponsors will not profit financially from the sponsorship of refugees. Accepting a donation in exchange for the agreement to submit a sponsorship application violates certain aspects of the SAH agreement, and other sponsorship legislation." We, as the constituent group, agree to abide by this legislation.
 - We understand that: "SAHs, [CGs and Co-sponsor's] will not require that refugees prepay or repay their sponsors for lodging, care and settlement assistance or their sponsorship in general." If we accept funds from a third party, we will ensure that none of these funds violate s. 4(h). We, as the constituent group, agree to abide by this requirement.
 - We will not accept gifts that are more than token (in other words, only gifts of very small financial value).
 - We will develop and follow a simplified budget for sharing financial information between sponsors and those being sponsored.
 - We will declare potential conflicts of interest to each other and seek solutions to minimize the risk (e.g. involving a third party if a sponsor offers to hire a sponsored person). We as sponsors will respect MCC's policy on conflicts of interest and inform MCC if any conflicts of interest arise.
 - We will strive to ensure that sponsored persons do not feel that they are receiving charity from or owe anything to individuals who contribute to the sponsorship.
4. **Competence.** We will respect our duty to act competently.
- We will acquire appropriate cultural and diversity understanding.
 - We will comply with MCC's VSC and Insurance policy for our volunteers and those working with the vulnerable individuals.
 - MCC will assess potential sponsors/constituent groups according to criteria established by the organization.
 - We will inform sponsored persons of the parties to the sponsorship, including: MCC as the SAH and any other organizations or person that may be involved in the sponsorship

- We will provide sponsored persons with accurate information on their rights, services available to them, etc. We will provide sponsored persons, including children as appropriate, with accurate information on their rights, services available to them, expectations of volunteer behaviour, and how to report concerns, etc.
 - We will recognize our own limits and make appropriate referrals.
 - We will ensure that the basic needs of sponsored persons are met, in accordance with the obligations set out in the Undertaking to Sponsor, and we understand that this may include mentoring on financial management.
5. **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, if asked.
 - We will provide to sponsored persons full information about all matters that concern them.
 - We will address complaints or concerns with MCC, and work through established mechanisms for resolving these, whether that be through a third party or through MCC.
 - We will strive to be open and to make sure information and expectations are clear for sponsors and those sponsored.
6. **Expectations.** We will refrain from having unrealistic expectations of the persons we are sponsoring.
- We will attempt to acknowledge and manage our expectations of those we sponsor and restrict our expectations to those essential for the functioning of the sponsorship.
 - We will inform the sponsored persons 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).
 - We will not expect or ask those sponsored to do anything for us “in return,” such as performing domestic services, running errands, volunteering for our organization, etc.
 - We will not expect sponsored persons to follow any particular cultural or religious norms or practices, or to associate with others based on ethnicity, national origin or religion/faith.
 - We will remember that sponsored persons may have their own expectations, and we will strive to understand their expectations and sensitively discuss any unrealistic expectations that they may have.
7. **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 avoid assumptions based on gender identity and expression, sexual orientation, age, ability, religion, culture, race, ethnicity or nationality.
 - We will work to develop trust in relationships.
 - We will inform sponsored persons of the colonial history of Canada, including the treaty system and the current struggles of Indigenous Peoples across the country.
8. **Conduct:** We will act appropriately, put measures in place to protect sponsored persons, and act seriously and swiftly where there is an allegation or evidence of abuse or exploitation perpetrated by a sponsor.
- We will establish appropriate boundaries with sponsored persons, including guidelines for ensuring the safety of minors.
 - We will be attentive to sponsored persons’ attitudes to physical contact and avoid any physical contact that might make them feel uncomfortable.
 - We will not engage in any behaviour towards the sponsored persons that we believe may not be welcomed.

- We will make every effort to make sponsored persons feel safe by listening attentively to any concerns and by letting the sponsored persons choose where, when and with whom to meet.
 - We will not abuse our position of power by implying, requesting, or forcing sponsored persons to render services, such as those of a sexual nature.
 - We will not contact or meet with sponsored persons if we are inebriated or under the influence of illegal drugs.
 - We will take allegations of abuse seriously, and act quickly and appropriately in accordance with our accountability mechanisms and prevailing laws.
 - We will support a sponsored person to report cases of illegal acts to appropriate authorities if they wish to do so.
9. **Accountability.** We will be accountable to the sponsored persons and to each other for respecting our obligations as sponsors and under this Code of Ethics.
- We will work with MCC resolve differences between the sponsored persons and sponsors, and use a MCC as a third party for handling complaints or concerns related to the sponsorship.
 - We will treat all complaints confidentially and will only share information with the informed consent of the person making the complaint, and only with the people designated in our protocol and persons involved in the complaint.
 - We will inform the sponsored persons about the protocol and ensure they know how they can raise an issue or make a complaint (including to MCC), what the protocol is, that complaints will be treated confidentially and that they will not suffer negative consequences for making a complaint.
 - We will make sure that each individual sponsored person is able to make a complaint without the knowledge of the other sponsored persons.
10. **Concluding a sponsorship.** We will work to ensure a satisfactory conclusion to the sponsorship for all concerned.
- We understand that self-sufficiency can take longer than the sponsorship period, and we will not measure the success of the sponsorship solely on the ability of the sponsored persons to be self-sufficient by the end of the sponsorship period.
 - We will prepare sponsored persons for the end of the sponsorship and attempt to address any anxieties in advance. If we need any help with this, we will reach out to MCC.
 - We will ensure that sponsored persons are aware of their rights and entitlements, including their entitlement to government benefits and services. MCC will help us in this endeavour.

As the signing authority for the constituent group

I agree to the above listed principles in this Code of Ethics and will work to incorporate these into our constituent group.

Authorized Signor

Name: _____

Signature: _____

Date: _____

**The content of this Addendum has been adopted by Mennonite Central Committee as a Code of Ethics for its Constituent Groups.*

The original document "Code of ethics for groups involved in the Private Sponsorship of Refugees" was created by the Canadian Council of Refugees (CCR) and was adopted in principle by the CCR Working Group on Overseas Protection and Sponsorship in February 2010. The original document was copied and pasted into a Microsoft Word document by the Refugee Sponsorship Training Program so your sponsoring group can easily use this as a model to adapt to your group and create your own Code of Ethics. The original document can be found on the CCR website, here: <http://ccrweb.ca/en/code-ethics-groups-involved-private-sponsorship-refugees>