CENTRE DE FEMMES La Moisson

CODE OF CONDUCT

La Moisson Women's Centre

Our code of conduct helps create an environment where all women feel respected and supported. The Centre is committed to providing a safe environment where each participant's physical and psychological well-being is protected.

Everyone who attends La Moisson Women's Centre agrees to follow this code.

OUR MISSION

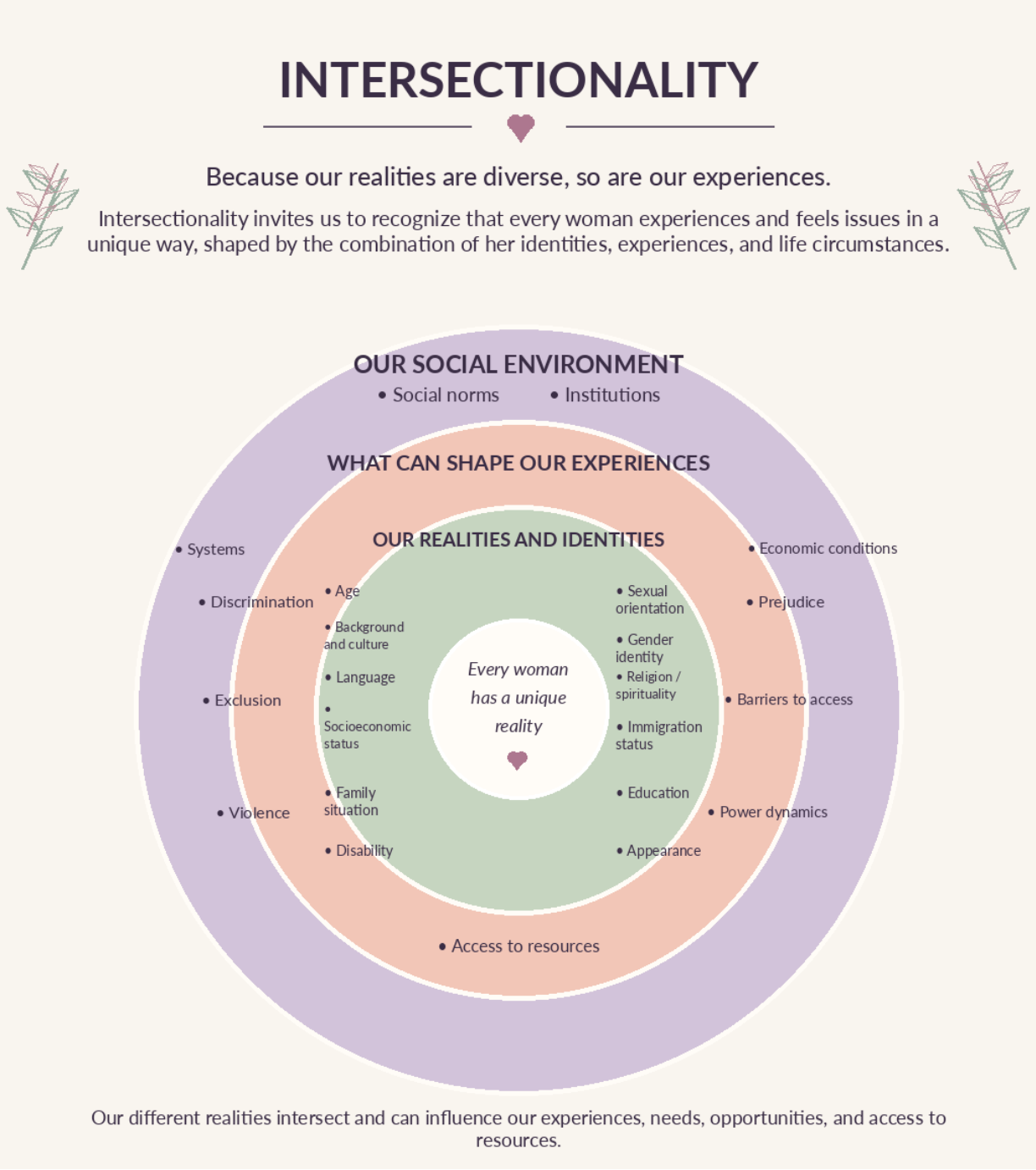
La Moisson Women's Centre is an inclusive community where women are supported, regardless of their age or circumstances, and can meet, get information, support one another, and take action.

Its comprehensive feminist approach to preventing and raising awareness of violence against women, and promoting women's physical and mental well-being, supports their autonomy and equal participation in society.

OUR VALUES



Intersectionality Diagram



GUIDELINES

A Violence-Free Environment

- **No violent or aggressive words or actions are tolerated.** *I refrain from violent or discriminatory behaviour, such as rolling my eyes when someone is speaking, raising my voice, swearing or using derogatory language, hitting the table, handling objects roughly, etc.*
- **No racist, homophobic, sexist, or other discriminatory comments are tolerated.** *I respect differences and remain open-minded.*

Respect and Inclusion

- *I respect other people's ideas. Even when I disagree, I avoid judging others.*
- *I am patient with myself and others.*
- *I avoid comparisons.*
- *I contribute to an open group without exclusion or cliques.*

Communication, Speaking Turns, and Listening

- *I speak in the first person ("I").*
- *I respect the person who is speaking, pay attention and listen while they are speaking, and do not interrupt.*
- *When I want to speak, I raise my hand.*
- *I do not have side conversations.*
- *I respect silence.*
- *I recognize the importance of making sure all participants have an opportunity to speak, with a fair distribution of speaking turns.*
- *I share my experiences and ideas without imposing solutions or giving advice. I respect that every woman is the expert on her own life and is free to make her own choices.*

Managing Concerns

- *I express my concerns respectfully and bring them to a staff member.*
- *I avoid confrontational discussions and gossip at the Centre in order to maintain a respectful and safe environment.*

Participation and Activity Guidelines

- *I respect the confidentiality of everything shared at the Centre.*
- *I commit to attending the activities I register for. I understand that the spot reserved for me prevents another participant from attending the workshop.*
- *I am punctual and let a staff member know if I will be late or absent.*
- *I pay attention to the facilitator's instructions during a structured activity.*
- *I set my cell phone to vibrate. If I am expecting an important call, I let the facilitator know beforehand and quietly leave the room to take the call.*

Respect for the Space and Materials — This Is Our Home

- *I actively help maintain a pleasant, clean, and organized space. I am responsible for washing my dishes, putting away the materials I use, making coffee, etc.*
- *I recognize that space at the Centre is limited, and I take home all the materials I bring or create.*

Soliciting

- *I avoid soliciting (sales, promotion, or recruitment) inside the Centre.*

THE CENTRE'S COMMITMENT

At La Moisson Women's Centre, we commit to providing:

- A space of respect, sharing, and kindness.
- A safe environment where staff will intervene if disruptive or disrespectful behaviour occurs.
- Attentive support grounded in care, listening, and recognition of each person.
- A warm welcome that fosters sisterhood and dignity.

FACILITATORS' COMMITMENT DURING A STRUCTURED ACTIVITY

- Ensure the agenda is followed and that the activity runs in an organized way.
- Redirect or stop a discussion or contribution that strays from the topic, when necessary.
- Encourage participation while respecting each person's pace and limits.
- Manage speaking turns and make sure everyone has an opportunity to express themselves.
- When needed, the facilitator may decide to set time limits for speaking turns.

IF THE CODE OF CONDUCT IS NOT FOLLOWED

Depending on the severity of the situation, the following measures may be applied:

1. Verbal Reminder

When the code of conduct is breached, the first step is to redirect the comment or behaviour in the moment. A discussion with a staff member to understand the situation and adjust the behaviour may take place afterward.

2. Written Reminder

When a verbal reminder is not enough, a written reminder may be given to the person who does not follow the code of conduct. This notice explains the breach and the expected behaviours for participating in activities.

3. Suspension or Exclusion

In the event of repeated breaches or a serious incident (violence, harassment, or refusal to cooperate), the person may be suspended from the Centre immediately. After a suspension, the participant may have an opportunity to discuss the conditions for returning to the Centre with the team.