

Code of Conduct (June 2024 – May 2027)

Adopted by the Board of Trustees, June 2024

Rainforest Foundation UK (RFUK) exists to uphold the rights of the world's rainforest communities, both locally and globally. In order to achieve this mission, it is essential to maintain the trust of communities we support, our partners who work in these locations, and a multitude of other stakeholders who are in contact with our work. The purpose of this Code of Conduct is therefore to protect the well-being of anyone who comes into contact with the organisation and to explicitly outline the expected behaviours of our representatives.

This Code of Conduct applies to all RFUK staff and other representatives (including but not limited to trustees, ambassadors, interns, partners, consultants, and volunteers) equally. The word '*representatives*' is therefore used throughout the document to refer to any individual representing or acting on behalf of RFUK, regardless of their legal employment status with the organisation.

By adhering to this Code of Conduct, RFUK representatives commit to observing high standards of conduct and behaviour in their professional lives, including free time or rest periods undertaken as part of work-related travel.

RFUK acknowledges that its representatives have distinct professional and private lives. However, external stakeholders may not make such a distinction, particularly if the representative have publicly identified themselves as representing RFUK. In such instances, their actions and behaviours could endanger the well-being or damage the reputation of colleagues and/or RFUK. Representatives should be mindful of their actions and behaviour at all times and endeavour not to engage in activities that could result in harm to the organisation. Representatives are expected to manage their online and personal social media presence in a manner that respects RFUK's values and public image.

This Code of Conduct describes *minimum* standards. However, this list is not exhaustive, nor will all of its parameters be applicable in all contexts. RFUK expects all representatives to use good judgement in applying the Code to their specific context, and to behave and act in accordance with and spirit of this Code.

Induction/contracting processes for all representatives will include familiarisation with the Code's contents. However, the Code can be updated at any point, and any changes will be communicated to representatives in a timely manner. Unfamiliarity with updated content cannot be claimed as a defence for violating any of aspects of the Code.

The content of this Code of Conduct, as listed below, has been developed in adherence to the legal and regulatory context within which RFUK operates and acknowledges best practices and standards set by other organisations. More importantly, it is grounded in our organisation's values, mission statement and policies, and reflects an expectation that representatives will act and behave in a way that befits the RFUK ethos. Adherence to the Code of Conduct is non-negotiable, and violating the Code may result in disciplinary action including possible dismissal, termination of contract or referral to appropriate authorities when necessary.

The following standards related to respect, probity and stewardship, behaviour and conduct and environmental responsibility are expected of RFUK representatives:

1) Respect

- a. RFUK representatives will treat all people with dignity and without discrimination based upon their age, disability, ethnicity, gender identity, marital status, nationality, pregnancy/maternity/paternity, race, religion/beliefs, sex, or sexual orientation;
- b. RFUK representatives will respect the opinions of others and will make all reasonable efforts to resolve conflict and disagreement amicably;
- c. RFUK representatives will maintain a professional, welcoming and dignified working environment;
- d. RFUK representatives will respect the independence and expertise of our colleagues and partners, and refrain from providing undue or unconstructive criticism;
- e. RFUK representatives will behave in a manner that is respectful of local customs and norms;
- f. RFUK representatives will endeavour to ensure that no harm comes to any individuals as a result of activities they are conducting;
- g. RFUK representatives will only report against the activities of others in an accurate and fair manner, and will not withhold or intentionally misconstrue evidence to serve their own purposes;
- h. RFUK representatives will maintain confidentiality of all personal data that they process, in line with the RFUK's data protection policy and any relevant or applicable legal requirements;
- i. RFUK representatives will promote a culture of inclusion and diversity, actively seeking to understand and embrace differences;
- j. RFUK representatives will support the professional development and well-being of colleagues by providing constructive feedback and mentorship.
- k. RFUK representatives will respect the principles of self-determination and Free, Prior and Informed Consent (FPIC) as central pillars of our work with rainforest communities.

2) Probity and stewardship

- a. RFUK representatives will be transparent in their ways of working. They will not hide or restrict access to their work, unless there are legitimate reasons to do so in the interests of intellectual property, confidentiality or security;
- b. RFUK representatives will notify their line manager or point of contact if they are convicted of a crime, while employed or contracted by RFUK
- c. RFUK representatives will remain accountable for all resources, financial and otherwise, that are endowed upon them by the organisation and will maintain receipts and accurate records to account for their expenditure;
- d. RFUK representatives will handle the organisation's finances and assets responsibly, ensuring they are used effectively to further RFUK's mission;
- e. RFUK representatives will not offer or accept bribes, and will only offer or accept gifts provided that they are in line with the parameters in RFUK's policies on anti-bribery, conflict of interest and gifts and hospitality, whistleblowing and complaints;
- f. RFUK representatives will not claim to represent, and/or make public statements on behalf of, RFUK unless the activity is sanctioned by the Executive Director or the most senior Communications staff. Staff are, however, permitted to promote and distribute public-facing and sanctioned communications outputs, such as RFUK social media content and fundraising materials;

- g. RFUK representatives will avoid conflicts of interest and disclose any potential conflicts to their line manager or point of contact in line with RFUK's Conflict of Interest policy.

3) Behaviour and conduct

- a. RFUK representatives will foster a safe and inclusive environment and adhere at all times to all RFUK policies and procedures, including its Safeguarding Policy. They are obligated to report violations, misconduct, or breaches of this Code immediately in a timely and accurate manner; failure to report such incidents is a breach of the Code of Conduct. RFUK representatives will not commit any form of sexual assault, harassment, abuse or exploitation (including exchanging money (or other goods or services) for sex), in line with our safeguarding policy;
- b. Also as per this policy, RFUK representatives will not engage in any form of sexual activity with children (anyone under the age of 18) regardless of the age of consent in the local context, or whether they believed that the individual was over 18 years old at the time of the encounterⁱ;
- c. RFUK representatives will not commit acts of bullying, abuse, harassment and/or other forms of violence, assault or intimidation;
- d. RFUK representatives will not purposefully engage in any illegal activity while employed or affiliated with the organisation, including any activity that violates UK law even if they are not in the UK at the time;
- e. RFUK representatives will not knowingly affiliate with or provide support to any groups or individuals who promote or carry out terrorist activities (as proscribed by UK law) or with any other groups whose primary intention is to cause harm to, or extort from, others;
- f. RFUK representatives are prohibited from carrying or using guns or from carrying other items that could be used as weapons while at work or on deployment, except when such items are practical or reasonably useful tools for their work. The possession of these items should never be used for threatening others, committing an offence, or proactively causing harm. Additionally, possession of any such item must comply with the legal regulations of the country they are in.
- g. RFUK representatives will refrain from using any RFUK equipment or infrastructure to download, distribute and/or view pornography or other inappropriate materials;
- h. RFUK representatives are prohibited from working under the influence of illegal drugs at any time. The consumption of alcohol or other legal substances is only permissible if it does not inhibit their ability to perform their duties or damages the reputation or RFUK. Representatives must ensure that their behaviour remains professional and does not compromise their work responsibilities or RFUK's reputation.;
- i. RFUK representatives will not abuse their position for personal gain or betterment, except for gains that naturally result from the execution of their duties, and will refrain from using RFUK resources or programmes for conducting any activities for personal monetary gain (or for the gain of family, friends or close associates), in line with our Conflict of Interest policy;
- j. RFUK representatives will not use their position to promote a personal political agenda and will ensure that any political activities undertaken during personal time do not implicate RFUK or bring the organisation into disrepute;

- k. RFUK representatives will maintain professional standards of attendance and time-keeping, in line with their contractual obligations and expectations of their line manager, teammates or point of contact;

4) Environmental responsibility

In line with RFUK's Environmental Policy:

- a. RFUK representatives will actively promote and engage in practices that contribute to environmental sustainability, both within the organisation and in the communities they serve;
- b. RFUK representatives will minimise waste and make conscientious efforts to reduce, reuse, and recycle materials whenever possible;
- c. RFUK representatives will strive to lower their carbon footprint by opting for eco-friendly transportation options where possible, conserving energy, and adopting sustainable practices in their daily operations;
- d. RFUK representatives will avoid using single-use plastics and other non-biodegradable materials, opting for sustainable alternatives; wherever feasible
- e. RFUK representatives will properly dispose of hazardous materials and electronic waste, ensuring they do not pollute the environment;
- f. RFUK representatives will support and implement initiatives that promote biodiversity and the conservation of natural resources;
- g. RFUK representatives will comply with all relevant environmental laws and regulations in the regions they operate;
- h. RFUK representatives will engage with local communities to promote sustainable practices and develop programmes that support environmental stewardship;

I, _____ have read and understood this Code of Conduct, and agree to be subject to its content throughout my period of employment and/or engagement with RFUK. I understand that breaches of this Code of Conduct may result in the severance of my relationship with the organisation, or in disciplinary action being taken against me.

Signature:

Date:

Once signed, please return a copy of the document to the most senior member of the Operations team.

ⁱ RFUK defines a child as any person under the age of 18 in line with the definition in the United Nations Covenant on the Rights of the Child.