
F 1. CODE OF CONDUCT FOR SAVE THE ORANGUTAN

Approved by the Board 2014

Introduction

Save the Orangutan (StO) is a charitable organization with the purpose to work for the survival of the orangutan and the preservation of its habitat. Included in this mission is to work for a sustainable development (environmentally, economically and socially) together with relevant local populations. The task of the organisation includes spreading interest and information about the problems surrounding the survival of the orangutan. In order to achieve harmonization and equitable behaviour this policy has been adopted. The code will help to make clear to donors, staff and other stakeholders that Save the Orangutan's overall goal is to encourage respect for Human & Labour Rights as well as environmental protection both within the organisation and with our external partners.

Scope

This Code of Conduct applies to all of StO's board members, staff and volunteers unless otherwise specified.

General commitments

Save the Orangutan recognizes that its conduct and activities impact on the public's perception of NGOs in general and that it shares responsibility for the public's trust of NGOs.

StO will exhibit a responsible and caring attitude toward the environment in all of its activities.

StO will not violate any person's fundamental human rights, with which each person is endowed.

StO recognizes that all people are born free and equal in dignity.

StO will be sensitive to the moral values, religion, customs, traditions, and culture of the communities we serve.

StO will be transparent in all of its dealings with the government, the public, donors, partners, beneficiaries, and other interested parties, except for personnel matters and proprietary information.

StO basic financial information, governance structure, activities, and listing of officers and partnerships shall be open and accessible to public scrutiny and StO will make its best effort to inform the public about its work and the origin and use of its resources.

StO has a policy for staff and volunteers to confidentially bring evidence to the governing body of misconduct of anyone associated with the organization.

StO will ensure the safety, health and welfare of all StO employees, volunteers and contractors.

StO strives to meet all of the legal obligations in the countries in which we are organized or works. Such obligations may include laws of incorporation, fundraising legislation, equal employment opportunity principles, health and safety standards, privacy rules, trademark and copyright legislation, and so forth.

StO takes prompt corrective action whenever wrongdoing is discovered among its staff, governing body, volunteers, contractors, and partners.

The mission of the StO shall be reviewed periodically (every two or three years) to determine if it is still

relevant. Among issues to evaluate:

- (a) whether the mission has been fulfilled, either by the organization or another entity, and thus whether there is a need for the organization as currently constituted to continue to exist;
- (b) whether the mission should be revised to reflect societal changes; or
- (c) whether there is a desire for the organization to address new needs which might require a new mission statement.

Personal behaviour

The standards apply during working hours for employees, board members and volunteers working in and outside Sweden. During off-duty hours the standards are only relevant if a breach of these can affect work performance or StO's image negatively.

1. All StO employees, board members and volunteers must be familiar with and respect StO values based on the mission and vision statement of the organization.
2. All StO employees, board members and volunteers must respect and promote fundamental human rights without discrimination of any kind and treat others equally, irrespective of their social status, race, ethnicity, colour, religion, gender, sexual orientation, age, marital status, national origin, political affiliation, disability or health status.
3. StO employees, board members and volunteers are expected to refrain from any action or verbal statements in public which may bring discredit to organisation. Complaints may be raised with the executive director or a member of the board. Employees, board members and volunteers working outside of Sweden must respect the country's customs, religion and traditions and strictly observe the laws and regulations of the country.
4. StO employees, board members and volunteers must act in accordance with rules on anti-corruption and should not accept gifts or other favours that may influence the exercise of their function, performance or duty. In order to respect local traditions and conventional hospitality, minor gifts can be accepted. Bribes shall neither be accepted nor provided.
5. StO employees may not take part in any paid working activities outside of those specified in the job description or establish their own company, unless approved by the management.
6. StO employees, board members and volunteers are responsible for the use of information and resources to which they have access by reason of association with the organization.
7. StO employees, board members and volunteers will use information, funds and resources entrusted to them in a responsible and cost effective manner and account for all money and property, following the appropriate policy and procedural requirements. Resources and property include:
 - Money entrusted to them by StO
 - Telephones, photocopiers, and stationary
 - Other office equipment/resources belonging to StO
 - Computers including the use of email, internet and intranet
 - Information that is confidential or restricted concerning StO and individuals.
 - Appropriate use of StO information and the use of StO's name and brand
 - StO premises such as the office
8. StO employees, board members and volunteers will demonstrate their commitment to the environment and sustainable development by adhering the StO policies on travel, recycling and the use of resources.
9. StO employees, board members and volunteers will adhere to all legal and organizational health and safety requirements in force at the location of their work.

10. StO employees, board members and volunteers will take responsibility for the quality and timeliness of their own work to contribute to achievement of organisational objectives.
11. Employees will seek to ensure that their personal conduct does not compromise StO's values and does not impact on or undermine their ability to undertake the role for which they are employed.
12. In acknowledging that effective media coverage of StO activities is pivotal to the success of our work, StO employees, board members and volunteers will not give interviews or provide information to the media unless specifically authorized to do so. StO employees, board members and volunteers will not disclose information that is confidential or may be used to harm StO or any individual.
13. StO employees, board members and volunteers will not abuse their position with StO by requesting any personal service or favors from others in return for financial assistance by StO.
14. StO employees, board members and volunteers will declare any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact on the work of StO – e.g. contract for goods/services, employment or promotion within StO, partner organizations, civil authorities, beneficiary groups .
15. Staff will seek permission before agreeing to being nominated as a prospective candidate or another official role for any political party.
16. Staff will not accept any additional employment or consultancy work outside StO without advising management to ensure there is no conflict of interest and that the person remains within legal limits in respect of working hours.
17. When called upon to deal with matters of the organisation for which there is an actual or perceived conflict of interest, the staff member should make a declaration in writing to his supervisor. He should then abstain from dealing with the matter in question or follow the instruction of his supervisor who may reassign the task to other staff.
18. Any staff member who violates any provision of this code will be subject to disciplinary action.