

## Code of Conduct

---

### Introduction

Save the Orangutan is a Swedish charitable organisation working for the conservation of the critically endangered orangutan and its habitat in Indonesia. The mission of the organisation is to raise awareness in Sweden on the critically endangered orangutan and the threats to its future existence and well-being, raise funds from private and public sources for orangutan conservation programs in Indonesia, and work towards a sustainable development (environmental, social and economical) in collaboration with relevant local communities.

In order to achieve harmonization and equitable behaviour this Code of Conduct has been adopted. The code will help to make clear to donors, staff and other stakeholders that Save the Orangutan encourages respect for human & labour rights as well as environmental protection in all its activities both internally and with our external partners.

### Scope

This Code of Conduct applies to all board members, staff and volunteers of Save the Orangutan 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.

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

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

Save the Orangutan recognizes that all people are born free and equal in dignity.

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

Save the Orangutan 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.

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

Save the Orangutan has a policy for staff and volunteers to confidentially bring evidence to the governing body of misconduct of anyone associated with the organization. Save the Orangutan will ensure the safety, health and welfare of all Save the Orangutan employees, volunteers and contractors.

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

The mission of the Save the Orangutan 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 Save the Orangutan's image negatively.

1. All Save the Orangutan employees, board members and volunteers must be familiar with and respect Save the Orangutan values based on the mission and vision statement of the organization.
2. All Save the Orangutan 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. Save the Orangutan employees, board members and volunteers are expected to refrain from any action or verbal statements in public, which may bring discredit to the 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. Save the Orangutan 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. Save the Orangutan 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. Save the Orangutan 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. Save the Orangutan 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 Save the Orangutan

- Telephones, photocopiers, and stationary
  - Other office equipment/resources belonging to Save the Orangutan
  - Computers including the use of email, internet and intranet
  - Information that is confidential or restricted concerning Save the Orangutan and individuals.
  - Appropriate use of Save the Orangutan information and the use of Save the Orangutan's name and brand
  - Save the Orangutan premises such as the office
8. Save the Orangutan employees, board members and volunteers will demonstrate their commitment to the environment and sustainable development by adhering to Save the Orangutan policies on travel, recycling and the use of resources.
  9. Save the Orangutan 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. Save the Orangutan 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 Save the Orangutan 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 Save the Orangutan activities is pivotal to the success of our work, Save the Orangutan employees, board members and volunteers will not give interviews or provide information to the media unless specifically authorized to do so. Save the Orangutan employees, board members and volunteers will not disclose information that is confidential or may be used to harm Save the Orangutan or any individual.
  13. Save the Orangutan employees, board members and volunteers will not abuse their position with Save the Orangutan by requesting any personal service or favors from others in return for financial assistance by Save the Orangutan.
  14. Save the Orangutan 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 Save the Orangutan – e.g. contract for goods/services, employment or promotion within Save the Orangutan, partner organisations, civil authorities, beneficiary groups.
  15. Staff will not accept any additional employment or consultancy work outside Save the Orangutan without advising management to ensure there is no conflict of interest and that the person remains within legal limits in respect of working hours.
  16. 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.
  17. Any staff member who violates any provision of this code will be subject to disciplinary action.