

FOREST TRENDS: Code of Ethics

INTRODUCTION AND PURPOSE

Forest Trends' reputation derives from our commitment to Integrity, Transparency, Accountability, Confidentiality, and Mutual Respect and Collaboration. Forest Trends' Code of Ethics (the "Code") provides guidance to its employees, consultants, collaborators, and partners in living Forest Trends' core values, and outlines minimum standards for ethical decision making which all staff must adhere to.

Forest Trends relies on the personal integrity, good judgement, and common sense of individuals acting on behalf of the organization to deal with issues not expressly addressed by the Code. Failure of a staff member to adhere to the Code may result in disciplinary action up to and, including discharge from employment and filing of criminal charges.

Forest Trends employees, consultants, directors, and individuals acting on behalf of the organization shall:

Integrity

- Act in good faith, responsibly, with due care, competence and diligence and always maintain the highest professional standards.
- Comply with Forest Trends policies as well as all applicable laws, rules, and regulations, domestic and international, in every country where Forest Trends works.
- Reflect actual expenses or work performed in expense reports, timesheets, and other records.
- Never engage in any of the following acts: falsification of business documents, theft, embezzlement, diversion of funds, bribery, or fraud.

Transparency

- Perform duties, exercise authority, and use Forest Trends resources and assets in the interest of the organization and never for personal benefit.
- Avoid conflicts of interest and not allow independent judgment to be compromised.
- Not accept gifts or favors more than \$25 from vendors, consultants, or grantees.

Accountability

- Disclose to a supervisor and the Director of Operations at the earliest opportunity, any information they have or become aware of, that may result in a real or perceived conflict of interest or impropriety.
- Exercise responsible stewardship over Forest Trends' assets and resources; spend funds wisely, in the best interests of Forest Trends and in furtherance of its mission. Adhere to and respect the requirements set out by its donors.
- Manage programs, activities, staff, and operations in a professionally sound manner, with knowledge and wisdom and with a goal of increasing overall organizational performance.

Confidentiality

- Not disclose confidential information obtained during their work at Forest Trends.
- Protect confidential relationships between Forest Trends and its grantees, donors, and vendors.

Mutual Respect and Collaboration

- Assist its partners in building the necessary capacity to carry out conservation programs efficiently and effectively and to manage funds in a fiscally and operationally prudent manner.
- Create constructive relationships with grant-seekers and other partners based on mutual respect and shared goals by communicating clearly and timely and respecting our partners' expertise in their field of knowledge.
- Engage with indigenous peoples and local communities in which Forest Trends works in a positive and constructive manner that respects the culture, laws, and practices of those communities, with due regard for the right of free, prior, and informed consent.

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REPORTING OPTIONS

You may report any violations to a supervisor or any member of the Forest Trends executive management team or the Director of Operations at dmckay@forest-trends.org

Anonymous reports on violations of the Code of Ethics should be reported to Forest Trends via its Ethics Hotline online at www.foresttrends.ethicspoint.com or at 1-844-837-2247.