

Code of Conduct Rainforest Foundation Norway (RFN)

The following code of personal conduct applies to all RFN personnel both in Norway during working hours and abroad on work mission at all times. All RFN personnel are ambassadors of the organisation and must act as such. RFN personnel shall at all time act according to RFN's mission and vision. RFN employees are obliged to immediately report on breaches of the Code of Conduct to RFN management, which is responsible for dealing with any breach of the code of conduct.

General rules and codes of conduct

Employees should respect RFN's Human rights policy.

Cultural sensitivity

- Respect the law of the host country, the religious beliefs, their local culture, traditions, habits of the population, and conduct oneself accordingly.
- Since RFN supports indigenous peoples and traditional populations of the world's rainforests in their efforts to protect their environment and secure their rights to their land, employees must show necessary discretion and caution regarding politically sensitive matters (including situations related to armed conflicts) in countries where RFN is operating. This applies to official and private communications.
- The employee shall not abuse the power and influence that he/she has by virtue of his/her position over the lives and well-being of other persons.
- The employee shall not acquire, buy or export artifacts, cultural goods or natural history specimens that violate the laws of the country visited – and likewise refrain from importing any such goods to Norway. Employees are expected to have knowledge of the overall laws and rules in this field.
- The employee shall refrain from sharing sensitive personal information related to religion, ethnicity, sexual orientation, health conditions about staff in partner organizations or RFN.

Campaigning and publishing

- In sensitive cases the employee shall refrain from issuing statements to the press or other agencies of public information or submit articles or other material for publication without prior approval from the one's immediate superior.
- The employee shall take photos respectfully and not without the consent of specific persons being portrayed. Photos should be taken after consultation with partner organisations in the field.

- The employees involved in campaigns must conduct thorough research-work before implementing the campaign; to ensure informed consent when using stories and audio-visual expressions; and be truthful when using quotes, statistics and research materials.

Corruption

- The employee shall not engage in any form of corruption such as receiving or providing bribes or accept or give any reward or gift. Exceptions are token expressions of regard or gratitude which are customarily offered.

Sexual relationships

- The employee shall never engage in any exploitative relationships – sexual, emotional, financial or employment-related – with partners, staff members or other persons. The term ‘exploitative relationships’ is here defined as any abuse of a position of vulnerability, differential power, or trust for sexual, financial or any other purposes. Sexual relationships between RFN personnel and direct beneficiaries of assistance undermine the credibility and integrity of the work of RFN and are prohibited.
- The employee shall not accept, solicit or engage in the “buying” of or profiting from sexual services.
- Sexual relations with children under 18 years shall not occur. Ignorance or wrong perception about the child's age shall not exempt from liability. This also applies to the spread or use of material that exploits children.

Alcohol, drugs and weapons

- The employee shall not drive under the influence of alcohol or drugs, nor engage in excessive consumption of alcohol or use any illegal drug.
- The employee shall not make use of, or at any time be in possession of, any weapons except for a knife as a regular travel kit. Exceptions are cases of participation in hunting expeditions with local communities.

Vaccination and health care

- Employees are required to take all vaccines recommended or required for the countries they are travelling to so that they under no circumstances risk spreading vaccine-preventable diseases.
- In order to ensure infection prevention and control, employees are required to refrain from traveling to communities/villages in remote areas if they have signs or symptoms of illness.

Working conditions

- RFN urges employees to report blameworthy or unacceptable working conditions in partner's organisations. Reports of such substandard working conditions shall be

reviewed by RFN administration for corrective action and preventative measures for the future.

Notification of breaches

- The employee has a right to and duty to report violations on the Code of conduct.
- The consequences of violation of this Code of Conduct will extend from warnings to assessment of dismissal, and if relevant, the case can be presented for local police authorities.

Violations of the Code of Conduct shall be reported to RFN's Director Øyvind Eggen at oyvind@rainforest.no with copy to rainforest@rainforest.no or Deputy Director Yngve Kristiansen, yngve@rainforest.no.

RFN has the duty to undertake examination of such notifications as soon as possible. Investigations should be executed professionally and confidentially, with regard to any whistle-blower's anonymity. The investigation could lay the basis for a remedial process. The persons who have been exposed for breaches, and/or are whistle-blowers should be followed up by RFN.

The Code of Conduct is translated to our relevant languages and shared with all partners of the Rainforest Foundation Norway by e-mail.

The Code of Conduct is signed by all employees of the Rainforest Foundation Norway.

Place and date:

Name of employee:

Signature: