

EarthRights International Code of Conduct

Purpose

This Code of Conduct serves as a guide for ethical behavior within EarthRights International. It outlines the expectations for adherence to core values, compliance with the law, professional conduct, conflicts of interest, confidentiality, fraud and financial integrity, workplace safety, and relationships in the workplace.

This Code applies to all individuals supporting EarthRights International in any formal capacity, including EarthRights employees. It sets forth the minimum standards of behavior that are expected in interactions with each other, the organization, and the communities with whom we partner.

Components of the Code of Conduct

Core Values and Principles

Our values of pioneering solutions; community impact integrity; mutual respect, trust, and care; and commitment to excellence guide our actions and decisions. These principles are not just ideals we strive for; they are the standards we hold ourselves accountable to in our daily operations and interactions. We expect all employees to embody and uphold these values in every aspect of their conduct. While it is not possible to list all forms of acceptable and unacceptable workplace behavior, set forth below are some basic standards of conduct.

Laws and Policies

- Employees must carry out their duties in a lawful manner and ensure the organization conducts its business in accordance with the law, recognizing both legal and moral duties of their role.
- Employees must follow intellectual property and copyright laws when sharing EarthRights content with others outside the organization. EarthRights employees must obtain proper authorization before using copyrighted materials in any EarthRights materials, and give credit to original sources when applicable.
- EarthRights prohibits all forms of discrimination and harassment as provided in its policies.
- Employees are expected to understand and be informed by organizational policies and guidelines.

Professional Conduct

- Employees must act with honesty, integrity, and openness in all their dealings, remembering they are representatives of the organization.
- Employees should support the organization and each other, acknowledging strengths and weaknesses and acting with courtesy and respect.
- Employees must perform their duties as best they can, taking into account their skills, experience, qualifications, and position. Employees must act in a safe, responsible, and effective manner.
- Employees must not threaten the rights and safety of others or otherwise violate the Violence in the Workplace Policy.
- Employees are prohibited from stealing or misusing organizational funds or property or the funds or property of others, from incurring unauthorized expenditures, and from falsifying personal information (such as education, training, or experience) or organization records (such as time sheets, employment applications, or expense reports).
- Employees are prohibited from using their employment position to further their personal interests or in violation of the EarthRights Conflict of Interest policy.
- Employees may not release confidential organizational information as provided in the Confidentiality Policy, during or after employment, without authorization.
- Employees are prohibited from interfering with other employees' ability to perform their job responsibilities.
- Employees are prohibited from being insubordinate or refusing to follow the reasonable instructions of supervisors.

Training and Compliance

- All employees are required to complete mandatory workplace compliance training during onboarding, and periodically thereafter, to ensure understanding of organizational guidelines and workplace expectations.
- Regular reviews and updates to the Code of Conduct will be considered.
- Violations of this Code may result in disciplinary action up to and including termination.