



Jane Goodall Institute Global

GLOBAL CODE OF ETHICS

This Global Code of Ethics is intended to be the guiding document that will provide ethical principles to guide chapters for the conduct of the Board Members, Executive Officers, Directors, Managers, Employees and Volunteers.

1.0 The Rationale for an Ethics Policy

- 1.1 Most of the Jane Goodall Institute (JGI) Chapters are registered as Non-profit organization within their respective countries. Non-profit organizations rely on the trust that donors place in them in order to secure and sustain revenue. In order to make sure that such trust is maintained, ethics policies are critically important to both brand perception and risk management. The Global Board bears fiduciary responsibility for Chapters' compliance with ethics policies, and also for setting the tone and tenor for a culture of compliance.
- 1.2 Ethical actions start with the boards and senior managers of the chapters, who drive the culture for the staff, volunteers, donors and those who are the recipients of the programs or services. However, it is important for all staff within a chapter, as representatives of the organization, to further and to serve as examples for their colleagues in maintaining ethical behavior.
- 1.3 Each Chapter should enforce a comprehensive ethics policy and everyone involved in the chapter should be able and comfortable to explain their actions and decisions. This Global Code of Ethics contains a set of globally acceptable standard ethics to be adopted by chapters. There might be difference in how these principles are going to be implemented and enforced in line with local laws and regulations within the jurisdiction of each chapter. The standard ethics contained in this Code should be

adhered to by chapters and be given priority even when sticking to them causes some discomfort.

- 1.4 The Jane Goodall Institute's Mission Statement, whether global or local, expresses the "why." It describes the need that is being met and what the chapter is doing to meet it. A mission statement that inspires involvement and keeps the chapter, its board and its staff motivated is important. Mission statements have both an internal and external purpose. Internally, they remind and motivate chapters' boards and staff, and externally, they attract people to the cause.
- 1.5 The JGI mission and values apply to all chapters.

2.0 Global Code of Ethics for the Jane Goodall Institute

2.1 Personal and Professional Integrity:

All staff, board members and volunteers of JGI Chapters must act with honesty, integrity and openness in all their dealings as representatives of the organization. Their actions must at all times reflect the mission and priorities of the organization and be free of personal motives and agendas. The organization promotes a working environment that values and respects fairness, integrity and compassion.

2.2 Mission

The organization has a mission, a purpose and a set of values that are approved by the Global Board. All of its programs support that mission and all who work or volunteer for, or on behalf of, JGI at different chapters should understand and follow that mission and purpose. The mission is responsive to the constituency and communities served by the organization through the chapters and of value to society at large.

2.3 Governance

The Board of JGI Global oversees the direction of the organization as well as the finances, operations and policies. The Board and appropriate committees regularly review the business plans, activity reports, financial statements and policies of the organization and chapters to ensure

alignment with its mission and goals as well as compliance with non-profit legal and ethical standards. Within the context of these responsibilities, the Board seeks to demonstrate principles of exceptional governance.

2.4 The Chapters

Each JGI chapter and office shall:

- 2.4.1 Make efforts to ensure that all members, volunteers and interns understand and fulfill their governance duties, acting for the benefit of the organization and its public purpose;
- 2.4.2 Be responsible for hiring, terminating, and performing a regular performance review of the chief executive officer (CEO). The Board also ensures that the compensation of the chief executive officer is reasonable and appropriate;
- 2.4.3 Ensure that the CEO and appropriate staff provide the governing body with timely and comprehensive information so that the governing body can effectively carry out its duties;
- 2.4.4 Ensure that the CEO and staff conduct all transactions and dealings with integrity and honesty, and in compliance with local legal requirements;
- 2.4.5 Ensures that the organization is fair and inclusive in its hiring and promotion policies and practices for all board, staff and volunteer positions, and that it follows local legal requirements;
- 2.4.6 Ensure that policies and procedures of the organization are in writing, clearly articulated and fully adopted;
- 2.4.7 Ensures that the resources of the organization are responsibly and prudently managed;

2.4.8 Ensures that the organization has the capacity to carry out its programs effectively.

2.5 Chapters' Board members, committee members and staff should:

2.5.1 Listen to JGI stakeholders and make reasonable efforts to satisfy their concerns within the scope of JGI's mission, to strive for excellence and innovation, and to demonstrate appropriate professional respect and responsiveness to constituents, donors and others.

2.5.2 Make an effort to understand, respect and support our constituents from other cultures, exemplified by the contributions of our staff and executive leadership, and to contribute to an organizational culture that respects the diverse, individual contributions of staff and leadership.

2.5.3 Respect and maintain the confidentiality of sensitive information about JGI and its members, constituents, donors, board, employees and volunteers.

2.5.4 Use confidential information only for purposes connected to JGI and its projects.

2.5.5 Take all reasonable precautions to prevent unauthorized disclosure or use of such information whose disclosure is prohibited.

2.5.6 Hold all confidential or proprietary information acquired from 3rd parties on behalf of JGI in strict confidence and use or disclose it only for purposes of implementation of JGI projects.

2.5.7 Comply with applicable federal, state and local laws and regulations within the jurisdiction of the chapter, and comply with

fiduciary responsibilities in an effort to create transparency in all of our operations.

2.5.8 For the board of directors, provide credible and effective oversight to the organization's work without personal bias.

2.5.9 Not accept commissions, gifts, payments, loans, promises of future benefits or other items of value from anyone who has or may seek some benefit from JGI in return, other than occasional gifts of nominal value that are in keeping with good business ethics.

2.5.10 Be accountable for adhering to this Code of Ethics.

2.5.11 Conduct a regular self-assessment of accountability and governance.

2.7 Legal Compliance.

The organization should be knowledgeable of and comply with all laws, regulations and applicable international conventions, and leverage the requirements of the US Foreign Corrupt Practices Act (for US Chapters) as well other national Acts to provide guidance in establishing standards for best practices locally. Chapters should strive to maintain this culture.

2.8 Responsible Stewardship

JGI and JGI Chapters shall manage funds, whether they are contributed revenue, earned income or investment income, responsibly, prudently and transparently. Chapters should ensure that expenditures occur in compliance with terms, restrictions or conditions placed upon the funding by donors. Chapters should spend the vast majority of their annual budgets on programs in pursuance of the organization's mission. Chapters should ensure sufficient spending on administrative expenses to ensure effective accounting systems, internal controls, record keeping, fundraising, competent staff and other expenditures critical to professional management and organizational sustainability. Chapters also should maintain a responsible level of reserves to enable them to ensure

their long-term existence and to be able to take advantage of opportunities to achieve their mission.

2.9 Openness and Disclosure

JGI should provide comprehensive and timely information to the public, the media, and all stakeholders and should be responsive in a timely manner to reasonable requests for information. All information about the organization will fully and honestly reflect the policies and practices of the organization. The organization's basic informational financial data, such as the annual financial statements will be posted on the organization's website or otherwise available to the public. All materials requesting donations or other funding shall accurately represent the organization's policies and practices and will reflect the dignity of program beneficiaries. All financial, organizational, and program reports shall be complete and accurate in all material respects.

2.10 Program Evaluation

The organization must regularly review program effectiveness and have or should develop mechanisms to incorporate lessons learned and feed them back in a systematic process for the benefit of future programs. The Chapters should commit themselves to improving program and organizational effectiveness and promote learning from their activities by using tools like program strategies, staff retreats and annual portfolio reviews.

2.11 Inclusiveness and Diversity

The organization has a policy of promoting inclusiveness and its staff, board and volunteers reflect diversity in order to enrich its programmatic effectiveness. The Chapters should take meaningful steps to promote inclusiveness and diversity in hiring, retention, promotion, board recruitment and constituencies served. Chapters shall conform with local laws and regulations on non-discrimination.

2.12 Fundraising

The organization follows the principles of the “Donor Bill of Rights”. JGI respects the privacy concerns of individual donors. Chapters should ensure that they expend funds consistent with donor intent and disclose important and relevant information to potential donors.

2.13. Inducements.

In accordance with JGI ethical values, no employee of JGI is authorized to offer, or give the impression of offering, an inducement (monetary or otherwise) to any current or potential client or donor agency official for the purpose of obtaining proprietary information or influencing their judgments on future grant or contract awards.

2.14 Fees and Commissions.

JGI employees are prohibited from paying or offering to pay any fees or commissions to consultants or other JGI staff to obtain inappropriate proprietary information or to otherwise assist in any inappropriate manner in obtaining a contract or grant award.

2.15. Entertainment.

As a not-for-profit non-governmental organization, JGI keeps entertainment costs at a very modest level. Moreover, unlike commercial organizations, JGI does not reimburse elaborate entertainment costs such as games fees, nightclub cover charges, excess gratuities, or more than nominal gifts for visitors. Chapters should develop an expense policy that includes guidelines relating to entertainment. Staff are required to consult with their Program Directors for guidance about the appropriateness of a particular activity, before – not after – making expenditures.

2.16. Gifts

Except for gifts of nominal cost or meals and social invitations that are in keeping with good business ethics and do not obligate the recipient or the employee, JGI board members, staff and volunteers, and members of their immediate families, may not accept, give, or offer commissions, gifts, payments, services, loans, or promises of future employment. JGI Board members, staff and volunteers must also follow the requirements related to gifts under the US Foreign Corrupt Practices Act or similar legislation within the jurisdiction of each Chapter.

2.17 Lobbying and Advocacy:

As citizens of their respective countries, employees are free and are encouraged to meet their individual civic and political responsibilities. Although establishing global guidelines is difficult, JGI believes that our central purpose is to provide advice and counsel, and officers, staff and volunteers should not become or take sides in policies that are not in line with JGI’s mission and values.

I, being the of JGI having read and understood this Code of Ethics, on behalf of JGI do hereby accept this code of ethics and commit the JGI to be bound by this Code of Ethics.

Signature:

Designation:

Date:

Prepared by:

JGI Global.