

Our Values and Standards

Conservation International's Our Code of Conduct

CONSERVATION
INTERNATIONAL





© Nora Hyde

To the People and Partners of Conservation International

At Conservation International, our mission sounds simple: nature for people. Yet we know it's anything but. Each of us chose this organization because we believe that the hard work of protecting the natural world, tackling climate change, and supporting communities most at risk are essential responsibilities.

We are scientists, policy experts, bankers, communicators, and community organizers. We come from nearly every nation on Earth and speak almost as many languages. Despite our differences, for nearly 40 years we have worked together as one community. We rely on each other to get the work done, especially when times are difficult and progress feels far from certain.

I've had the privilege of being part of this community for 18 years, and what I've learned is that community is essentially the culmination of trust across an organization.

Trust that those around you will act with respect and accountability. Trust that feedback is offered with good intentions. Trust that your work is valued equally alongside others. Trust that your managers and colleagues have your best interests in mind.

That's why it is more important than ever that everyone who works for and with this organization stands behind a clear code of conduct. This code reflects input from across our global team, but a document alone does not create culture. True culture is defined by action and by the behaviors and example set at the top. As senior leaders, it is our responsibility to model this every day, and that is the commitment I make to all of you.

We face enormous global challenges: climate change, biodiversity loss, political instability, and civil unrest. The ground often feels like it's shifting beneath us. In these times, leaning into our community and embracing our shared responsibilities is how we strengthen both our culture and the impact of Conservation International as a whole.

Our code of conduct is both a ballast and a guiding star. It helps us build a positive, healthy, and productive organization rooted in trust. That steadiness is what enables us to keep innovating, evolving, and delivering on our mission.

By embracing this code of conduct, we reinforce the trust that makes Conservation International so special and ensure that we can face whatever comes our way—together.

Daniela Raik, Interim CEO

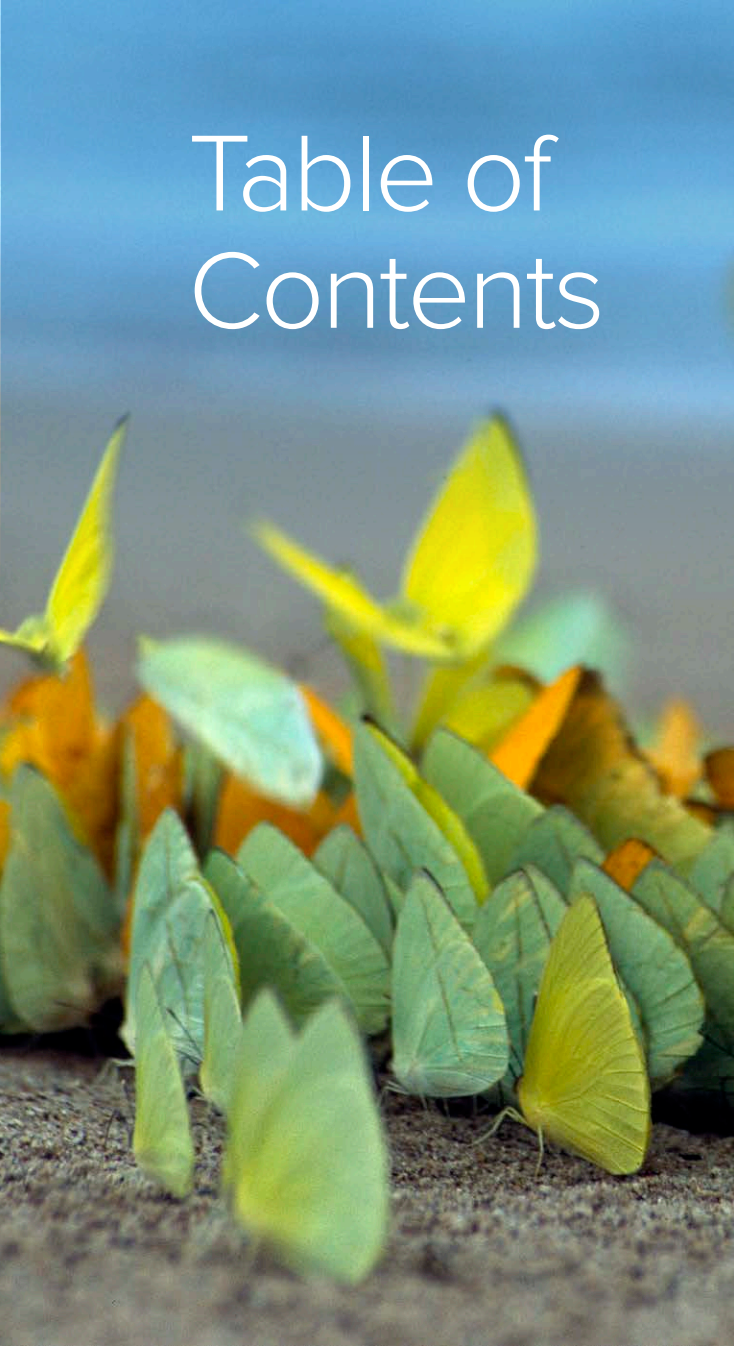


Table of Contents

To the People and Partners of CI	2
Table of Contents	3
Our Values and Standards	4
Our Mission and Values	5
How Does the Code of Conduct Help Us?	5
Who Does the Code Apply to?	6
What Are Our Shared Commitments in the Code?	6
Respecting All People	7
Upholding Human Rights and Ethical Engagements	8
Ensuring a Respectful Workplace Environment	9
Our Shared Commitments	10
Protecting Our Planet	11
Walking the Talk on Climate Action	12
Our Shared Commitments	12
Acting with Integrity and Accountability	13
Preventing Conflicts of Interest	14
Ensuring Financial Integrity	14
Our Shared Commitments	14
Safeguarding Information	15
Respecting Intellectual Property	16
Protecting Personal Data	16
Securing Our Systems	16
Our Shared Commitments	16
Speaking up Without Fear	17
How Can a Concern Be Raised?	18

Our Values and Standards

Our Code of Conduct (“Code”) guides CI employees, interns, volunteers, representatives, Board of Directors, and delivery partners in conducting ourselves and our work in a manner consistent with our values-based and performance-driven culture. As we innovate in science and finance, partner with Indigenous Peoples and local communities, and engage with corporations and governments, we must ensure that our global actions and interactions are ethical and respectful. Our Code provides a shared roadmap to guide ethical behavior and support principled decision-making. It draws on our shared values and collective purpose to protect nature and a sustainable future for all.

Indonesia, © Shawn Heinrichs

OUR MISSION AND VALUES

All that we do at CI around the globe is guided by our common vision, mission, and six core values.

OUR VISION:

We imagine a healthy, prosperous world in which societies are forever committed to caring for and valuing nature, for the long-term benefit of people and all life on Earth.

OUR MISSION:

Building upon a strong foundation of science, partnership, and field demonstration, CI empowers societies to responsibly and sustainably care for nature, our global biodiversity, for the well-being of humanity.

OUR VALUES:

Courage:

We pursue our vision, taking bold action, persevering, and overcoming challenges.

Integrity:

We are honest, transparent, and accountable for our actions.

Passion:

Inspired by people and by nature, we are urgently compelled to drive change for a sustainable future.

Respect:

We respect each other and work to earn trust, valuing our diversity of cultures, talents, and experiences.

Optimism:

We are optimistic about the capacity of people to be caring, generous, and brilliant, and believe that with partners, we can inspire humanity to create a better future.

Teamwork:

We work together as one CI, recognizing that inclusion, collaboration, and cooperation are fundamental to achieving a healthy and prosperous world for all.

HOW DOES THE CODE OF CONDUCT HELP US?

In our daily actions around the world, we innovate, partner, and act with urgency to address the most pressing issues of our time to ensure a healthy planet for future generations. With that imperative comes the responsibility to ensure that our individual and collective efforts maintain the highest standards of conduct and that we engage with and hold our delivery partners accountable to these same principles.

The Code of Conduct enables you to:

- Understand what CI expects from you and what you can expect from CI.
- Conduct your work, take action, and make decisions ethically and in alignment with our values.
- Respect the rights of and engage respectfully with others.
- Uphold laws, regulations, and core policies that govern our local and global actions.
- Understand where to go for assistance and how to raise concerns.

Our Code strongly positions us to cultivate a values-based, respectful, accountable, and performance-driven work environment where we can do our best work to support conservation activities and safeguard nature for the benefit of all people in the local and global communities where we work.

WHO DOES THE CODE APPLY TO?

All of us.

As CI employees, interns, volunteers, and representatives (collectively, “Staff”), and CI’s Board of Directors, we are responsible for upholding our Code. Supervisors are also responsible for helping their teams understand and apply it to their everyday work and actions. We choose to work with delivery partners, including CI grantees/awardees, contractors, suppliers, consultants, and their employees, sub-grantees/awardees, and representatives (jointly, “Delivery Partners”), whose ethical standards are consistent with ours so that our values and high standards will carry through any work done in CI’s name. Anyone who works on CI’s behalf must share our commitment to ethical behavior by following our Code when providing goods and services to CI.

CI relies on the personal integrity, good judgment, and common sense of the individuals acting on behalf of the organization to deal with issues not expressly addressed by the Code. It is important to keep in mind that:

- Our Code, values, and policies may require you to apply standards and conduct your work in a way that exceeds local legal requirements or customs. Even when an action or process might be a common practice in your location or within cultural norms, you will be expected to continue to apply and follow our Code, values, and policies.
- No individual at CI has the authority to violate any law or regulation, or our Code, or to require another individual to do so.

WHAT ARE THE SHARED COMMITMENTS IN OUR CODE?

- We promote and support our Code in our day-to-day activities, through personal leadership, and in our everyday actions, behaving according to our values and principles.
- We encourage consultation and seek advice, as appropriate, from the resources available to assist in the application of our Code, including encouraging knowledge and awareness and asking for additional guidance if anything is unclear.
- We understand that deviations from, or violations of, our Code are unacceptable and that we must speak up whenever we are aware of such behavior. If we are asked to violate our Code or related policies, we immediately report it.
- We do not permit retaliation of any kind for good faith reports of perceived illegal or unethical behavior.
- We acknowledge that breaches of our Code may result in disciplinary action, up to and including termination of employment or other appropriate legal action.

If you are a supervisor, you have additional responsibilities to:

- Lead by example, set a strong tone from the top, and show honesty and integrity in everything you say and do.
- Create an engaging and safe working environment that allows and encourages individuals to raise concerns and be heard.
- Be responsive to any concerns shared with you, guiding individuals to our globally available resources for support and reporting or reporting them directly.



South Africa, © M&M Pictures

Respecting All People

We work to ensure that our global actions respect and elevate human rights, underscoring the fundamental idea that people are at the heart of our conservation work. We align core principles of inclusion and belonging within our strategic priorities and our mission to improve the lives of people through our work. We promote and support equal opportunity for all, respecting the dignity of every individual in contributing to and achieving our mission.

Chiapas, Mexico, © Cristina Mittermeier

UPHOLDING HUMAN RIGHTS AND ETHICAL ENGAGEMENTS

We embrace diverse voices, wisdom, and talents by approaching our work and partnerships with communities around the world with compassion, equity, and respect. We hold ourselves accountable to the highest environmental and social standards, co-creating and implementing durable, inclusive, and equitable conservation solutions. We also seek to engage with Delivery Partners, consultants, grantees, vendors, and service providers who share our commitment to conservation and a more equitable future in the communities where we work.

We recognize, respect, support, and promote the rights, cultural heritage, knowledge, intellectual property, livelihoods, and critical role in nature stewardship of Indigenous Peoples, Local Communities, Afro-descendant Peoples, Traditional Tribes, and Tribal People. This includes ensuring adherence to the collective right of Free, Prior, and Informed Consent (FPIC), in line with CI's Indigenous Peoples Policy.

We recognize that we have a responsibility to address and be accountable for the social effects of our work. CI integrates human rights principles and best practices into our operational and programmatic work, monitoring and regularly reporting on progress towards those commitments. Building upon our core value of respect for all individuals in all aspects of our work, we are committed to protecting the rights of children with whom we interact and

protecting other vulnerable or marginalized peoples. We do not condone any form of forced, compulsory, trafficked labor or child labor. We integrate child protection and safeguarding in project planning to determine potential risks and design

appropriate mitigation measures. We also work to ensure all Staff and Delivery Partners are aware of the shared responsibility to prevent and address any sexual exploitation, sexual abuse, and sexual harassment (SEAH) related concerns.



Samburu, Kenya, © Georgina Goodwin

ENSURING A RESPECTFUL WORKING ENVIRONMENT

CI recognizes that a positive, respectful workplace embraces differences. CI is committed to a positive and respectful working environment for our Staff, Delivery Partners and communities with whom we collaborate. This includes ensuring a safe and supportive environment, free of harassment and intimidation, including harassment based on race, color, religion (creed), sex, gender, gender expression, gender identity, age, national origin (ancestry), disability, marital status, sexual orientation, military status, protected activity

(i.e. opposition to prohibited discrimination or participation in the reporting process) or any other applicable protected categories. We are also committed to advancing positive and respectful working environments for our partners and communities with whom we collaborate and work.

We support the well-being of our Staff, including the right to conduct their work successfully without negative interference or harassment from other Staff, Delivery Partners, or third parties. And CI, in turn, commits the same to our partners.

We are committed to promoting equal opportunities within our organization and to fostering a values-based, performance-driven equitable work environment. We attract, recruit, employ, develop, retain, reward, and recognize individuals based solely on the qualifications, experience, capabilities, and performance criteria for each position and level.

We are committed to advancing a comprehensive and competitive total rewards package that pairs a competitive salary and comprehensive benefits packages with flexible and fulfilling work.



Chiapas, Mexico, © Joshua Trujillo

OUR SHARED COMMITMENTS

- Uphold respect for all human rights in our work, in compliance with CI's Rights-based Approach, ensuring CI Staff are knowledgeable on how to protect human rights in the communities where we work.
- Identify, avoid, and/or mitigate adverse impacts on people and the environment in our projects through the application of our CI Safeguard System.
- Seek opportunities to enhance the rights and well-being of the communities where we work.
- Foster constructive relationships and partnerships with others by communicating clearly and timely and respecting their lived experiences and expertise.
- Adhere to a set of principles about how we work and what actions we support with Indigenous Peoples, Local Communities, Afro-descendant Peoples, Traditional Tribes, and Tribal People, seeking to be a model for exemplary Indigenous Peoples relationships that are based on shared learning, and systems change.
- Apply a values-based and performance-driven, equitable approach to recruiting, hiring, developing, managing, retaining, and rewarding Staff to support a workplace free from discrimination.
- Never engage in or tolerate disruptive, bullying, threatening, or violent behavior within the workplace, on CI's online communication platforms, social media, or at work-related events.
- Promote a culture of inclusion and respect for each other and those that we engage with, prohibiting exploitation, discrimination, and harassment.



Cambodia, © Conservation International/photo by Koulang Chey

Protecting Our Planet

As a conservation organization, responsible and sustainable stewardship of our planet is core to all that we do. This extends to how we conduct our operations, which is why CI is committed to “walking the talk” regarding climate action, addressing our organizational carbon footprint as we move towards a net zero future. Aligned with the science and overarching goals of the Paris Agreement, CI is committed to achieving net zero greenhouse gas emissions associated with our organizational footprint no later than 2050.

Mount Panie, New Caledonia, © Shawn Heinrichs



Guyana, © Pete Oxford/iLCP

WALKING THE TALK ON CLIMATE ACTION

Since 2006, CI has been taking responsibility for the carbon footprint of our offices' energy use and flights by purchasing carbon credits from natural climate solutions projects. In 2019, CI renovated our Arlington office with a focus on reducing our environmental impact. The office space was awarded LEED Gold certification, recognizing leading green building technologies in the design, construction, and operation of our office space.

We continue towards a firm commitment to reduce our organizational footprint through our Climate Positive Initiative, a roadmap led by senior leadership and a team of subject matter experts. CI is taking responsibility for our greenhouse gas emissions by:

- Pursuing 50% emissions reductions across all Scopes (1, 2, & 3) by 2030 against a 2019 baseline and
- Addressing annually all unabated emissions through retirement of high-quality natural climate solutions carbon credits.

This Climate Positive Initiative couples a reduction of our operational greenhouse emissions with the high-integrity use of natural climate solutions investments, aligned with our [Principles for Investments in Natural Climate Solutions](#). Through these efforts, we are working to reduce our organizational carbon footprint in the areas where we have the greatest impact, as well as setting a strong example of climate leadership.

OUR SHARED COMMITMENTS

- Measure and build awareness around our areas of greatest organizational climate change impact and commit to making climate-conscious choices in business activities to reduce our footprint, particularly our business travel.
- Accurately track, manage, and report on our progress with our staff, transparently sharing with staff and leadership for individual and collective accountability.
- Given the environmental impacts and costs, make climate-smart business travel choices and use the most economical and environmentally conscious means possible when travel is necessary.
- Leverage public transportation for commuting to work and meetings when possible.
- Ensure and leverage best practices of green meetings, ranging from virtual attendance to site selection to a focus on vegetarian catering.
- Select vendors and partners that share our climate commitment and utilize or produce sustainable products and resources.
- Engage in purchasing or shifting to low-emissions vehicle fleets.
- Apply an internal carbon fee to greenhouse gas emissions-intensive activities, including travel and energy use, to support mitigation actions to drive down our emissions and take responsibility for emissions from activities that we cannot eliminate.

Acting with Integrity and Accountability

We want the Code to guide all your actions as you work for or with CI. Every action you take, we ask you to think of our values, accountability, integrity, and ultimately act as a steward of CI's funds that support CI's mission as a public charity. CI carries out conservation activities in many countries with the generous support of the public. We have an obligation to deliver on the promises we make to our funders. We also must ensure that the resources provided to us go directly to our efforts.

We must maintain the integrity of CI's financial reporting and maintain our reputation as thoughtful stewards of conservation efforts with all partners and donors. Laws require us to be honest and accurate in our financial records so that they appropriately reflect our business transactions. In addition, we are required to develop and maintain an adequate system of internal controls. Donors, government regulatory and revenue agencies, our grantees, and those whose lives depend on nature rely on us to report financial information truthfully, completely, and in a timely fashion.



Brazil, © Flavio Forner

PREVENTING CONFLICTS OF INTEREST

A conflict between competing interests may result in your acts or integrity being questioned.

CI asks you to assess your choices to establish that your actions do not result in an actual or perceived conflict of interest. A conflict of interest exists when a personal interest, either personal or professional such as outside employment or membership on a related party board, interferes or appears to interfere with your commitment to CI and the Code of Conduct.

ENSURING FINANCIAL INTEGRITY

CI believes that the actions of one impact us all and that an act of fraud, bribery, or corruption even in the remotest places we work, creates a global ripple effect that may result in a loss of trust in CI from our donors and a loss of funding. As stewards of public and donor funds, we have zero tolerance for any form of prohibited practices and we uphold all applicable laws relevant to preventing and investigating prohibited practices across our global operations, including bribery and corruption, fraud, abuse, undisclosed conflicts of interest, collusion, coercion, obstruction, money laundering, terrorist financing, and retaliation.

OUR SHARED COMMITMENTS

- Actively participate in preventing prohibited practices.
- Report any actual or suspected incidents of prohibited practices.
- Disclose potential conflicts of interest to the Staff member's supervisor, Ethics & Risk Office, General Counsel's Office or project manager (as applicable).
- Complete training on how to increase your awareness of the risks of prohibited practices.
- Abide by all U.S. and local applicable laws and regulations relating to bribery and corruption.
- Do not make improper payments to "expedite" or "facilitate" a routine government service to a public official to further routine governmental action unless it is made to secure your personal health or safety from imminent threats of physical harm.
- Do not distribute or accept gifts or favors that violate CI's Individual Gift Acceptance Policy.
- Reflect actual expenses or work performed in expense reports, timesheets, invoices, contracts, and other records.
- Ensure fiscal responsibility in the management of CI funds and resources.

Safeguarding Information

The information that we gather, the technology that connects us to others, and the ideas, and systems we develop, and exchange are intangible assets that we are each entrusted to protect. We depend on them to carry out our work and must use them only for the purposes for which they were provided and protect them against misuse.

As a science-based organization, intellectual property is a driving force of our organization, as we gather crucial conservation information and knowledge, and develop groundbreaking innovations to preserve life on Earth. We are committed to sharing our wealth of knowledge, but certain information cannot be shared prematurely or is not for public use. Non-public information must be protected following our classification system and everyone at CI is responsible for safeguarding the intellectual property developed or procured for CI's benefit.

RESPECTING INTELLECTUAL PROPERTY

We are committed to fostering an environment that respects and protects intellectual property rights. Whether it is visual assets, written content, code, designs, or any other form of intellectual creation, we acknowledge the importance of seeking proper permissions when necessary and providing attribution. We encourage collaboration and the sharing of knowledge in a manner that respects the rights of the creators, in keeping with all applicable intellectual property laws and conventions.

PROTECTING PERSONAL DATA

We take our responsibility and obligations to our donors, Staff, Delivery Partners, and local communities seriously and commit to collecting and using personal information only for legitimate business purposes and to protect it from possible loss, misuse, or

disclosure. We are committed to maintaining a privacy program that reflects generally accepted privacy principles and complies with applicable law. Delivery Partners who handle personal information for us are required to adhere to applicable privacy laws, CI security standards, and external party risk management processes.

SECURING OUR SYSTEMS

We rely on digital channels and CI's computer network environment for almost all facets of our work; it allows us to stay connected and collaborate across global divisions, share our work with external stakeholders and it forms the backbone of our institutional knowledge management. Protecting the integrity of this network and accepting ground rules on how to conduct our work through the various CI channels that form part of this network is critical.

OUR SHARED COMMITMENTS

- Foster an environment that respects and protects all forms of intellectual property rights.
- Treat the personal information and privacy of others with respect and follow CI's privacy principles.
- Collect, access, and distribute the most limited amount of personal information needed for legitimate business reasons, and only use it for the purposes of its collection as permitted by law in the places where we operate.
- Understand what is considered confidential information and protect it against improper use and disclosure.
- Report any concern of personal information or confidential information being disclosed or used inappropriately.
- Ensure design, implementation and data management protocols for human subject research respect human rights and protect the identities of research participants.
- Familiarize yourself with CI's data classification and retention requirements.
- Complete IT security training and apply best cybersecurity practices whenever handling CI data.



South Africa, © M&M Pictures



Peru, © Thomas Muller

SPEAKING UP WITHOUT FEAR

CI does not tolerate retaliation. As an organization, we know it takes courage to come forward and share your concerns. We won't retaliate or permit retaliation against anyone who raises questions or concerns, makes a good faith report about possible misconduct or legal violations, or assists in an investigation of misconduct or legal violation. Regardless of who you contact, you can be confident that you're doing the right thing and that your concern will be handled promptly and appropriately. We investigate reports of misconduct thoroughly, disclosing information only to those who need it to resolve the issue.

What if I have a concern that someone might be violating our Code, but I'm not sure?

If you suspect a violation, say something. It's better to raise a potential problem than to wait and risk harm to others or to CI. Reporting "in good faith" means you are coming forward honestly with information that you believe to be true.

HOW CAN I RAISE A CONCERN?

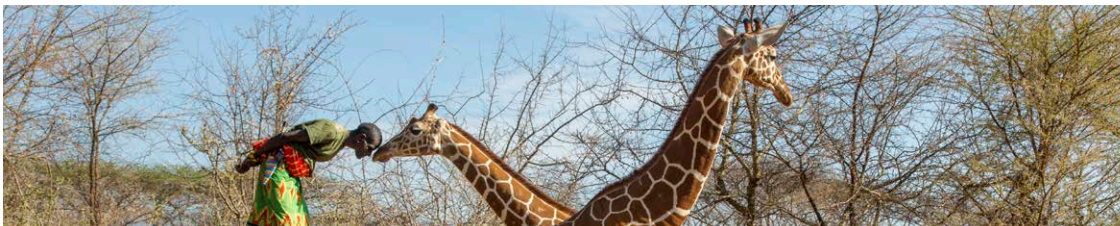
It is the responsibility of all of us to report any known or suspected violations of our Code, policies, or the law as soon as we become aware. When you report concerns, you help us identify and fix problems before they occur, as well as address and correct inappropriate conduct and actions. By reporting, you are protecting the reputation and integrity of our organization, ensuring the continued support of our donors and partners and contributing to the well-being of all of us.

If you feel that a decision or action conflicts with CI's values or Code of Conduct, you have many options to raise a question or report a concern.

- Directly discuss the question or concern with your supervisor or leader for immediate guidance.
- Contact the Ethics and Risk Team at risk@conservation.org or a member of the General Counsel's Office for ethics questions or concerns, including violations of laws, rules, regulations, our policies or Our Code.
- Seek advice or support from People and Culture for questions about employment, benefits, employee relations and workplace issues.
- Use Ethics Line for reporting concerns or violations. Our Ethics Line is available 24 hours a day, 7 days a week in any language. You can also choose to be anonymous through Ethics Line.

While not a formal reporting option for unethical conduct, Staff may also seek the support of an internal Respectful Workplace Advisor. Respectful Workplace Advisors are available to all Staff who have questions about the workplace or would like support in seeking additional counsel or information.

Delivery Partners or anyone impacted by CI and our projects may report potential violations of our Code, policies, or applicable laws and regulations to the Ethics and Risk Team at risk@conservation.org or the Ethics Line.



Samburu, Kenya, © Georgina Goodwin

How can I ensure that I am making an ethical decision that aligns to our values?

We ask you to always think of the best interests of CI and our mission. We ask you to assess your actions and that of your colleagues and ask how these actions may appear to the people you care for or the public. If the right thing to do is not clear, ask yourself:

- ✓ Is it consistent with our Code and policies?
- ✓ Is it legal and compliant with donor requirements?
- ✓ Does it benefit CI, and advance our mission?
- ✓ Would I be comfortable if these actions were known to the public?



**CONSERVATION
INTERNATIONAL**

