



Ethical Policy

version 7 | May 2014

General aims

Proforest will operate with integrity and always aim to:

- Conduct our activities in ways that bring benefits to all those with whom we have relationships.
- Fulfil our obligations as a responsible member of the societies in which we operate.
- Demonstrate respect for human dignity and the rights of individuals.
- Conduct all our activities with consideration for their impact on human lives and the environment.

Our ethical commitments

Human Rights

- Proforest will not knowingly work with any organisation that violates human rights and has not taken mitigating action.
- Proforest will actively seek relationships with organizations that support humane working conditions and international best practice with respect to human rights.

Employee Relations

- Proforest will be a fair and equitable employer.
- Proforest encourages diversity among its employees and contractors and does not discriminate on the basis of religion, race, sex, gender, sexual orientation, ethnicity, age, or disability, except where this would prevent adequate execution of duties or pose a risk to health and safety.

Procurement Policy

- Proforest will prefer goods that meet our social and environmental policies and will actively seek to source from producers with positive employment, social and environmental policies and practices.
- Proforest will strive to avoid suppliers that do not meet the law and international social and environmental good practice.

Business Conduct

- Proforest will strive to ensure that its operations comply with legal and professional standards and respect the rule of law.
- Proforest will not participate in or condone corrupt or unacceptable business practices (see also *Policy 04 Fraud and Corruption*).
- Proforest will promise only what it expects to deliver only make commitments it intends to keep and will not knowingly mislead or harm others.

- Proforest staff will act in good faith, use the organisation's assets only for furthering the organisation's business and programmes and not seek personal gain through abuse of position in the organisation (see also *Policy 02 Conflict of Interest* and *Policy 04 Fraud and Corruption*).
- Proforest will seek to find ways to make its services available to those for whom cost is a serious barrier, particularly small and community organisations in developing countries.

Implementation of the policy

In the course of daily business, Proforest may need to make decisions on ethical issues which are unclear or are not addressed by this policy. Proforest will regularly return to its staff for direction on these and other issues, and develop the policy accordingly.

Proforest encourages the same commitments from third parties directly acting on our behalf.