

## 1. Introduction

At the Endangered Wildlife Trust (EWT), our employees are custodians of a vital mission: to conserve threatened species and ecosystems in Africa to the benefit of all. The way we conduct ourselves directly influences the credibility of our work, the strength of our partnerships, and the future of conservation.

We carry a deep responsibility not only to the natural world but to the communities with which we work, and to all people we serve - donors, partners, and the public. We are also accountable to one another as colleagues, to the leadership and Board of the organisation, and to the high ethical standards that underpin EWT's purpose and impact.

This Code of Conduct defines the professional and ethical standards expected of all EWT employees, contractors, interns, and volunteers. It provides a framework for decision-making, conduct, and the consistent upholding of our values. By embracing this Code, each of us contributes to a culture of integrity, respect, and excellence that strengthens our mission.

## 2. Our Values and Ethical Commitments

As an EWT employee, I am expected to live our values through my actions, communication, and commitment to conservation. These values form the foundation of our work, our culture, and our impact.

- 1. Respect:** I treat everyone with dignity, fairness, and compassion. I embrace diversity and inclusion in all its forms - acknowledging and valuing the different backgrounds, beliefs, cultures, and experiences that strengthen our team. I respect my colleagues, the communities we serve, and the wildlife we protect.
- 2. Impact:** I show up with purpose and persistence. I take initiative, act with urgency when needed, and contribute meaningfully to EWT's goals. I lead by example and hold myself to high standards - because making a difference requires consistency and determination.
- 3. Value All Life:** I recognise the intrinsic worth of all living beings and ecosystems. I act in ways that reflect my understanding that nature underpins human health, wellbeing, and survival. I work to protect biodiversity and promote coexistence between people, business, and wildlife.
- 4. Ethical:** I act with honesty and accountability. I am transparent in my decisions, responsible with resources, and committed to doing what is right - even when no one is watching. I understand that ethical conduct builds trust - with my team, our partners, and the public.
- 5. Relationships:** I build and nurture strong, respectful relationships. I collaborate, communicate clearly, and contribute to a supportive, inclusive work environment. I appreciate that conservation is a collective effort and commit to learning from and with others.

## 3. Personal Conduct

The EWT expects all employees to uphold the highest levels of professionalism. As an employee, I will:

- Behave in a way that reflects positively on the EWT, both inside and outside of work.
- Be respectful, inclusive, and culturally sensitive in my interactions.
- Practice active listening, clear communication, and constructive feedback.
- Demonstrate discipline, responsibility, and care in carrying out my duties.
- Uphold confidentiality and data protection policies.

## 4. Responsibilities and Duties

My professional responsibilities include:

- Performing my role with competence, diligence, and integrity.
- Obeying lawful and reasonable instructions from authorised supervisors.
- Avoiding conflicts of interest and disclosing them when they arise.
- Not misusing my position, authority, or organisational assets for personal benefit.
- Reporting misconduct, unethical behaviour, or breaches of this Code through the proper channels.

## **5. Confidentiality and Data Protection**

I understand that I am trusted with sensitive information. I will:

- Keep confidential information about the EWT, its staff, donors, partners, and operations secure.
- Only share internal information when authorised and appropriate.
- Comply with data protection policies, and use care when storing, sharing, or disposing of data.

## **6. Representation and Ambassadorship**

Every employee represents the EWT's brand and mission. I will:

- Uphold the EWT's reputation through my words, conduct, and work ethic.
- Present myself professionally in public, media, and online platforms.
- Ensure that my behaviour aligns with the EWT's communications standards and brand identity.

## **7. Commitment to Inclusion, Equity, and Justice**

The EWT values a diverse and inclusive workplace. I will:

- Never tolerate or participate in discrimination, harassment, bullying, or exclusion.
- Promote a culture of fairness and safety where all voices are respected.
- Actively challenge bias and support equal opportunity for all team members.

## **8. Environmental Responsibility**

Our commitment to conservation starts with personal responsibility. I will:

- Make choices that minimise my environmental footprint.
- Use resources sustainably, whether in the office, field, or online.
- Model environmentally conscious behaviour and inspire others to do the same.

## **9. Use of Organisational Resources**

The EWT entrusts employees with access to its resources. I will:

- Use organisational assets (vehicles, equipment, devices, systems) responsibly and only for authorised purposes.
- Care for tools and technology as if they were my own.
- Report any loss, damage, or misuse promptly and honestly.

## **10. Breaches and Consequences**

The EWT holds all employees accountable for upholding this Code. Breaches will be treated seriously and may result in disciplinary action, including termination of employment. Investigations will be conducted fairly, with the opportunity for all parties to be heard.