

FOREST TRENDS: Standards of Conduct

INTRODUCTION AND PURPOSE

FT's Standards of Conduct (the "Standards") puts our values of integrity, transparency, accountability, confidentiality, and mutual collaboration into practice. They are built around the recognition that everything our employees, consultants, implementing partners, and collaborators do should be measured against the highest standards of ethical business conduct. By upholding these Standards, we build and preserve trust with our stakeholders and each other.

Forest Trends relies on the personal integrity, good judgement, and common sense of its Board of Directors, employees, directors, officers, and consultants, subawardees, and other individuals participating in Forest Trends activities, even those not expressly addressed by the Standards. Failure to adhere to the Standards may result in disciplinary action up to and including discharge from employment and filing of criminal charges.

1. Speak up

- Part of building a culture of trust is learning to speak up when something is not right, so that we can address the problem.
- At Forest Trends there is zero tolerance for retaliation. Know that you will not suffer adverse consequences for refusing to do something that violates Forest Trends policy, raising a concern in good faith about potential misconduct, or cooperating with an investigation.
- Anyone who retaliates against an employee for engaging in any of these activities will be subject to disciplinary action, up to and including termination.

Policies:

- Open Door (Employee Handbook)
- Whistleblower (Employee Handbook)
- Forest Trends Ethicspoint hotline (www.foresttrends.ethicspoint.com)

2. No tolerance for Corruption and Bribery

- Forest Trends is committed to Anti-Corruption and Anti-Bribery practices.
- We use partners that have a reputation for integrity, and we report sign that a representative is unethical or could be paying a bribe.
- We respect laws where we work.
- Respect and promote safeguarding procedures across the organization's policies on procurement, recruitment, governance and accountability, and risk management.

Policies:

- Anti-Corruption and Anti-Bribery
- Procurement Procedures
- Subawardee Risk Assessment and Monitoring Procedures
- Recruitment Procedures

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3. Safeguard

- Forest Trends are committed to a high code of ethics and standards of conduct to safeguard children and vulnerable adults.
- We support the zero-tolerance and policy to combat human trafficking and forced labor.
- We are committed to deterring all activities that would facilitate or condone child abuse, exploitation, or neglect.
- We support the zero-tolerance and policy to prevent sexual exploitation and abuse.

Policies:

- Child Safeguarding
- Anti-Trafficking in Persons
- Prevention of Sexual Exploitation and Abuse

4. Foster Diversity and Inclusion

- We provide equal employment opportunity for all qualified candidates and employees.
- We do not discriminate based on age, ancestry, color, family, or medical care leave, gender identity or expression, genetic information, marital status, medical condition, national origin, physical or mental disability, political affiliation, protected veteran status, race, religion, sex (including pregnancy), sexual orientation, or any other characteristic protected by applicable laws, regulations, and ordinances.
- We examine our unconscious biases and take steps to create an inclusive culture that makes every employee feel welcome.

Policies:

- Equal Opportunity and Affirmative Action (Employee Handbook)
- Employee Handbook: Workplace policies (Employee Handbook)

5. Safe and Productive Workplace

- We treat others with respect and do not tolerate harassment or discrimination.
- We integrate sound safety and health practices into our operations and comply with workplace safety regulations.
- We resolve problems respectfully, and never resort to acts or threats of violence.
- We do not work under the influence of drugs or alcohol.

Policies:

- Equal Opportunity and Affirmative Action (Employee Handbook)
- Sexual or Other Unlawful Harassment (Employee Handbook)
- Drug-free Workplace (Employee Handbook)

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6. Avoid Conflicts of Interest

- We act in the best interests of Forest Trends.
- We avoid situations where a personal relationship or financial interest in another organization might influence how we make decisions in our jobs.
- We understand that a conflict of interest can exist even if we are convinced that our decisions will not be affected by the outside relationship.
- When conflicts of interest arise, we disclose them and get advice or approval.
- Before taking on outside work, we ensure that the work does not harm Forest Trends business interests or break any employee agreements we have signed.

Policies:

- Conflict of Interest
- Employment Outside of Forest Trends (Employee Handbook)

7. Keep Accurate Records and Contracts

- We honestly and accurately record and report financial transactions and business information, following applicable laws, regulations, and accounting practices.
- We are transparent about our commitments to our partners and customers, and our written contracts reflect the actual contractual arrangements.
- We do not make side agreements or other “off-the book” arrangements.
- We use standard agreements and contracting processes and templates or get approval for custom terms.
- We execute financial transactions only with appropriate authorization and record them in compliance with Forest Trends’ accounting practices.
- The CEO, CFO, Controller, and other employees in the finance team comply with the Financial Standard Operating Procedures and maintain professional conduct.
- When we retain and dispose of documents, we follow established retention requirements that meet our legal obligations and long-term business needs.

Policies:

- Contractual Arrangements (under development)
- Subaward Pre-Award Checklist and Subaward Monitoring
- Financial Standard Operating Procedures

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8. Choose Consultants and Vendors with Integrity

- We select the best suppliers for the job, by carefully considering their proven track record, reputation for integrity, and other merits—not based on favoritism.

Policies:

- Procurement Procedures
- Recruitment Procedures
- Subaward Risk Assessment and Monitoring Procedures

9. Protect Confidential Information and Intellectual Property

- We use best practices to protect access to confidential information and avoid discussing it in common spaces, or with colleagues who do not need to know it.
- We do not use confidential information for non-Forest Trends business use, and we maintain confidentiality even if we stop working for Forest Trends.
- We preserve Forest Trends' own intellectual property rights through copyrights, trademarks, and other forms of intellectual property that protect the value of our products.
- We respect the confidentiality and intellectual property rights of others, and do not use others' confidential information without authorization.

Policies:

- Ownership and Confidentiality Policy
- Non-Disclosure Agreements

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UPHOLDING THESE POLICIES

Employees' Responsibilities

You are expected to uphold these standards, Forest Trends policies, and the law. This means you must:

- Read, understand, and comply with these Standards, and the policies, laws, and regulations that apply to your job.
- Speak up when you see possible violations of the Standards, Forest Trends policies, and legal and regulatory requirements.
- Be truthful and cooperate fully in any internal investigations. Do not conceal or destroy information.
- Complete training on the standards, and attest that you understand and commit to comply with them.
- Failing to read or attest to the Standards does not excuse you from these responsibilities.

Oversight

Forest Trends' Standards of Business Conduct and its Code of Ethics are endorsed by and have the full support of Forest Trends' Board of Directors. The Board of Directors and management is responsible for overseeing compliance with these standards.

Applicability

The Standards apply to all Forest Trends "employees," which means its board of directors, employees, directors, officers. The Standards also apply to Forest Trends consultants, subawardees, and others who participate in Forest Trends' business activities, even those not expressly addressed by these Standards.

Enforcement

These standards are important to us. Violation of these standards may result in disciplinary action, up to and including termination of employment.

REPORTING

Reports of violations or concerns regarding potential violations of these Standards should be directed to the Director of Operations at dmckay@forest-trends.org, a supervisor, or any member of the Forest Trends executive management team. Anonymous reports should be reported to Forest Trends via its Ethics Hotline online at www.foresttrends.ethicspoint.com or at 1-844-837-2247.