Implementation of this policy
The Borneo Initiative will ensure that this policy is widely disseminated to all relevant persons. It will be included in the staff regulations and posted online on The Borneo Initiative website. All new employees must be informed on the content of this policy as part of their introduction into the organization. It is the responsibility of every manager to ensure that all employees are aware of this policy.
This policy forms an integral part of the (sub)contracts drawn up by The Borneo Initiative.
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Application
- This Code of Conduct applies to all staff of The Borneo Initiative and of its affiliates, partners and subcontractors wherever located (collectively referred to as workers in this policy). This policy forms an integral part of the subcontracts drawn up by The Borneo Initiative.
- Responsibility for complying with the Code lies primarily with our staff, affiliates, partners and subcontractors.
- The Code of Conduct forms an integral part of the (sub)contracts drawn up by The Borneo Initiative.

Partners
- Partners trust us with important, sensitive and confidential information. Respecting this trust has our highest priority.
- Mutual understanding and close cooperation are important conditions for obtaining a satisfactory outcome.
- We strive to be transparent in our work and professional relations, but we respect partners’ requests for restraint or non-disclosure.
- The partnerships with our partners meet the demands of integrity, expertise, rationality and objectivity.¹
- We do not make any improper use of information received from a partner, either for our own interests or on behalf of another partner.
- We do not offer a position, either in our own organization or elsewhere, to anyone employed by one of our partners.
- If partners express dissatisfaction about our work, we investigate these complaints in a thorough and professional manner.

Activities
- We only work on programs which are within the range of our expertise and experience and are compatible with our vision and mission.
- Should a project move in a direction that is inconsistent with our vision and mission, we discuss this with our partners and, if necessary, withdraw from the program.
- We conduct substantive project work and all procedural matters in a thorough and professional manner and deliver optimum quality. We investigate and weigh up all the relevant facts and circumstances and come to an independent judgment.
- If any activity would lead to conflicts of interest, we take appropriate measures. If necessary, we will stop one or more activities.
- If our objectivity is called into question during program implementation, we look for an internal solution and, if necessary, propose this to the partner. In the final instance, we will resign from the program.

¹ Integrity: honest; incorruptible
Expertise: knowledgeable; professional
Rationality: reasoned; considered; appropriate; prudent
Objectivity: keep to the facts, free of prejudice or personal preference