



Charles Darwin Foundation (CDF): Code of Ethics and Conduct

Prepared by: CDF's Human Resources Department

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Cultivating a healthy workplace

The goal is to cultivate a harmonious and respectful work environment that discourages unethical behavior, malicious actions, or potential crimes that might diminish CDF's potential as a respectful workplace and/or tarnish its image and credibility. For the purposes of this document, CDF's organization includes:

- General Assembly
- Board of Directors
- Executive Office
- Employees and consultants
- Volunteers and Interns



Andres Cruz

Guiding everything we do

Our values guide our actions, decisions, and the way in which we conduct our day to day activities with our employees, donors, collaborating partners, volunteers, suppliers, members of the community, and other stakeholders we work with and depend on to deliver on our mission.

- Excellence
- Discovery
- Bravery
- Collaboration
- Respect and Diversity
- Support



Rashid Cruz/CDF

Acting with integrity

As employees of CDF, we all have a responsibility to:

- Apply sound judgment and play our part in ensuring that CDF continues to be a scientific organization of which we can all be proud;
- Demonstrate impeccable impartiality and honesty in all matters relating to the Foundation, both on and off its premises;
- Show coherence between our actions and the CDF's mission, encouraging and guiding others to use natural and labor resources more effectively.



Rashid Cruz/CDF

When should we speak up?

It's important to use good judgment by speaking up when we feel a decision or action goes against what we believe in or what's in our Code.

You don't have to be personally involved to raise a concern. If you think something's wrong, talk to your manager, HR, or someone else you trust within the organization. Don't just ignore it.

And remember, we have a form on our website for complaints and whistleblowing.

Report a
complaint now



Jordi Chias

Our managers lead by example

CDF expects its managers (Supervisors, Coordinators, PIs, Directors, or anyone else in a position of management) to:

- Lead by example, incorporating the principles of this Code in their everyday activities.
- Address, clarify, and report any ethical matters related to their management and supervision. If required, they can seek assistance from the Human Resources Director.
- Ensure that their staff members understand and adhere to this Code.
- Create an environment where people feel comfortable to raise a concern.
- Encourage the continuous implementation of this Code.
- Ensure that all complaints and instances of unethical behavior are addressed confidentially, fairly, and appropriately, following this Code.

Test if you are doing the right thing

If you can answer all these questions with “yes”, the decision is usually alright. If not, it is a signal to stop and seek advice. When unsure, it’s always better to ask before you act.

If the right thing to do is not clear, ask yourself:

1

Is it legal and consistent with our Code and policies?

2

Is it in the interest of CDF as a whole – not just a certain individual or group?

3

Is it in line with our values?

4

Would I be comfortable if my actions were made public

1. Personal Conduct

External and internal communications

- Our communications are open, accurate, and transparent, taking into account confidentiality when required.
- Only those authorized can speak on behalf of CDF in the media, at conferences, or on social networks.
- On social media, make sure you are speaking for yourself and not CDF.
- Always obtain permission from colleagues and others before posting any images of them online.
- Maintain the gender perspective in all external and internal communications, including visual communication.
- Make sure the language you use is correct, rigorous, respectful, and inclusive.
- Avoid any written or visual expression that promotes exclusion or discrimination in any of its forms.
- And remember, what you share publicly is often permanent.

1. Personal Conduct

Entertainment and gifts

Like any organization, we understand that making gestures like gifts, entertainment, or hospitality is a normal part of building good relationships with our donors, suppliers, and partners. However, we'll always do this in a responsible way and use our best judgment.

Gifts and entertainment are permitted when they are: unsolicited, infrequent, and reasonable.

Invitations to reception, meals, or other forms of entertainment where CDF's work is evident may be accepted with the approval of your supervisor.



Entertainment and gifts

What should we not do as employees?

- We never accept nor give cash.
- We avoid anything that could make us feel indebted or compromise our independence, personally or for the organization.
- We don't give or receive payments to speed up processes or favors from anyone.
- We don't allow public officials to receive hospitality, entertainment, or gifts.
- We won't stand for any of these actions from anyone representing CDF.
- Employees need their supervisor's approval before accepting any invitations.

1. Personal Conduct

Anti-bribery behavior

We make sure that the gifts and entertainment we accept or provide do not amount to bribery or give the appearance that we are exchanging courtesies to gain any improper business or personal advantage. In any event, gifts, entertainment, and invitations should be reported following our procedures, even if declined.

If any employee is unsure about whether it's okay to accept a gift, entertainment, or invitation, the best course of action is to decline the offer.



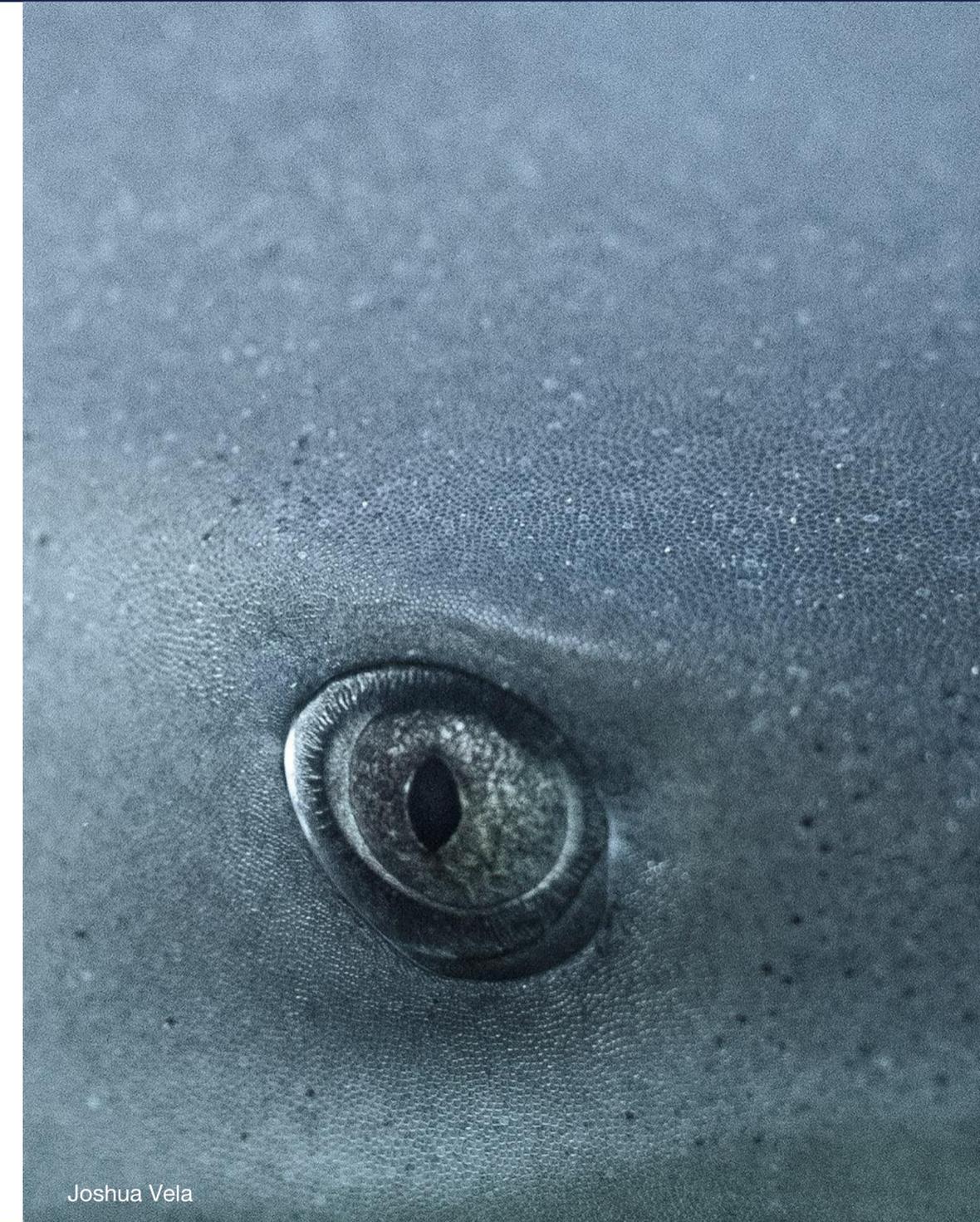
Bernie Jacome

1. Personal Conduct

Handling confidential information

All employees and collaborators must handle confidential information with the utmost care. This applies to scientific data as well as administrative data.

For this reason, CDF enters into confidentiality agreements with all its employees, workers, volunteers, advisors, or consultants, who are obliged to safeguard and not share said information unofficially.



Joshua Vela

1. Personal Conduct

Personal relationships at work

If a romantic relationship develops between two employees working in the same area, the higher-ranking individual must notify their supervisor, ensuring there is no present or potential conflict of interest.

CDF reserves the right to reassign one of the employees to a different area or even terminate the employment of one of the involved parties, should it be deemed necessary.

Conflict of interest

Starting a relationship with a coworker can create a conflict of interest. If personal relationships might influence our decisions or hiring practices, or if it looks like there's a conflict of interest, talk to CDF's HR Director or your manager. They'll help figure out if there are any ethical concerns and what we can do about them.

1. Personal Conduct

External interests and employment

If a CDF employee or their spouse has external affiliations, including managerial roles, ownership, partial ownership, or interests in businesses or consultancies intending to conduct business with CDF, such interests must be disclosed to the HR Department.

We are careful about avoiding activities or relationships affecting your decision-making objectivity.

Conflict of interest

Conflicts happen when we use our position or inside information for our own gain in business or other opportunities.

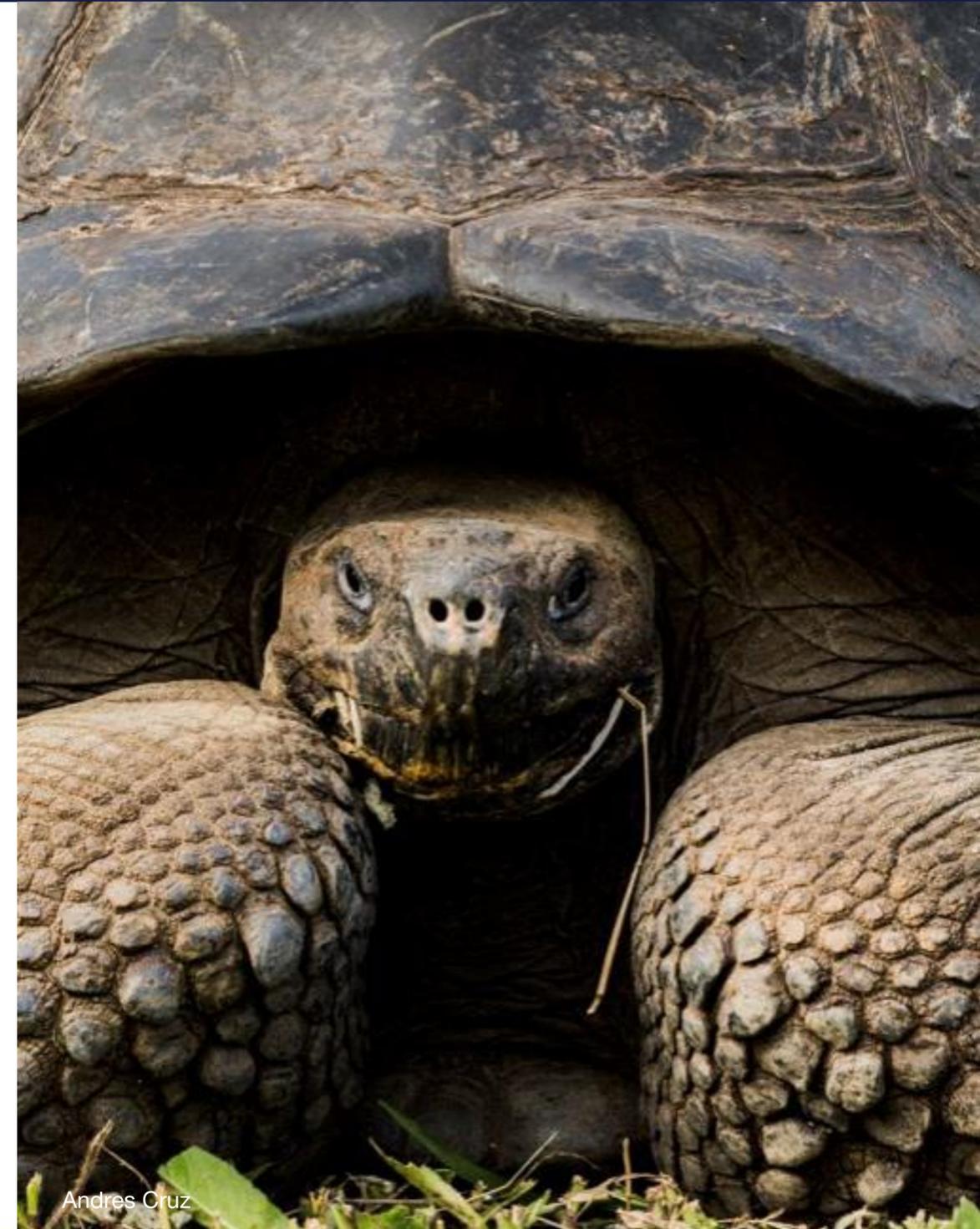
If we don't handle these conflicts carefully and responsibly, they can affect how we make decisions, weaken trust among our team, and damage our reputation with stakeholders. Just the appearance of a conflict of interest can cause harm too.

1. Personal Conduct

Politics and Government

The CDF prohibits political activity by its employees, collaborators, and volunteers on the Foundation's premises during working hours. Engaging in political activities would classify them as Politically Exposed Persons (PEP), directly impacting the organization's policy and its relationship with the Ecuadorian Financial and Economic Analysis Unit (UAFE).

When we interact with political decision-makers or lawmakers, we do it honestly and openly, without giving gifts, entertainment, or donations. Any engagement needs approval in writing from our management team.



2. Business Conduct

Corruption, bribery, and money laundering prevention

The CDF is against all forms of illegal actions such as money laundering, extortion, fraud, corruption, financing of terrorism crime, sabotage, or similar activities. We'll do everything we can to detect and report any of these activities wherever we find them.

That's why it's important to know the signs of these harmful actions, minimize our risk, and report anything suspicious right away.

UAFE Guidelines

UAFE is Ecuador's financial watchdog. The UAFE guidelines describe the policies, processes, and records necessary to mitigate the risk of money laundering and terrorist financing and comply with the UAFE's requirements.

One way to ensure we do not aid in covering up illegal activities is to take the time to know our donors, business partners, employees, and advisors and their reputations for following the law. We do this by performing thorough due diligence and screenings.

2. Business Conduct

Trafficking in Persons (TIP) Plan

At CDF, we believe that defending human rights and fighting human trafficking is fundamental. To protect the victims of this crime, who are often the most vulnerable people, we need better-informed and trained employees and collaborators.

We need to talk about this crime, show how it operates, and work with the necessary authorities to empower potential victims to file complaints.

Our guidelines

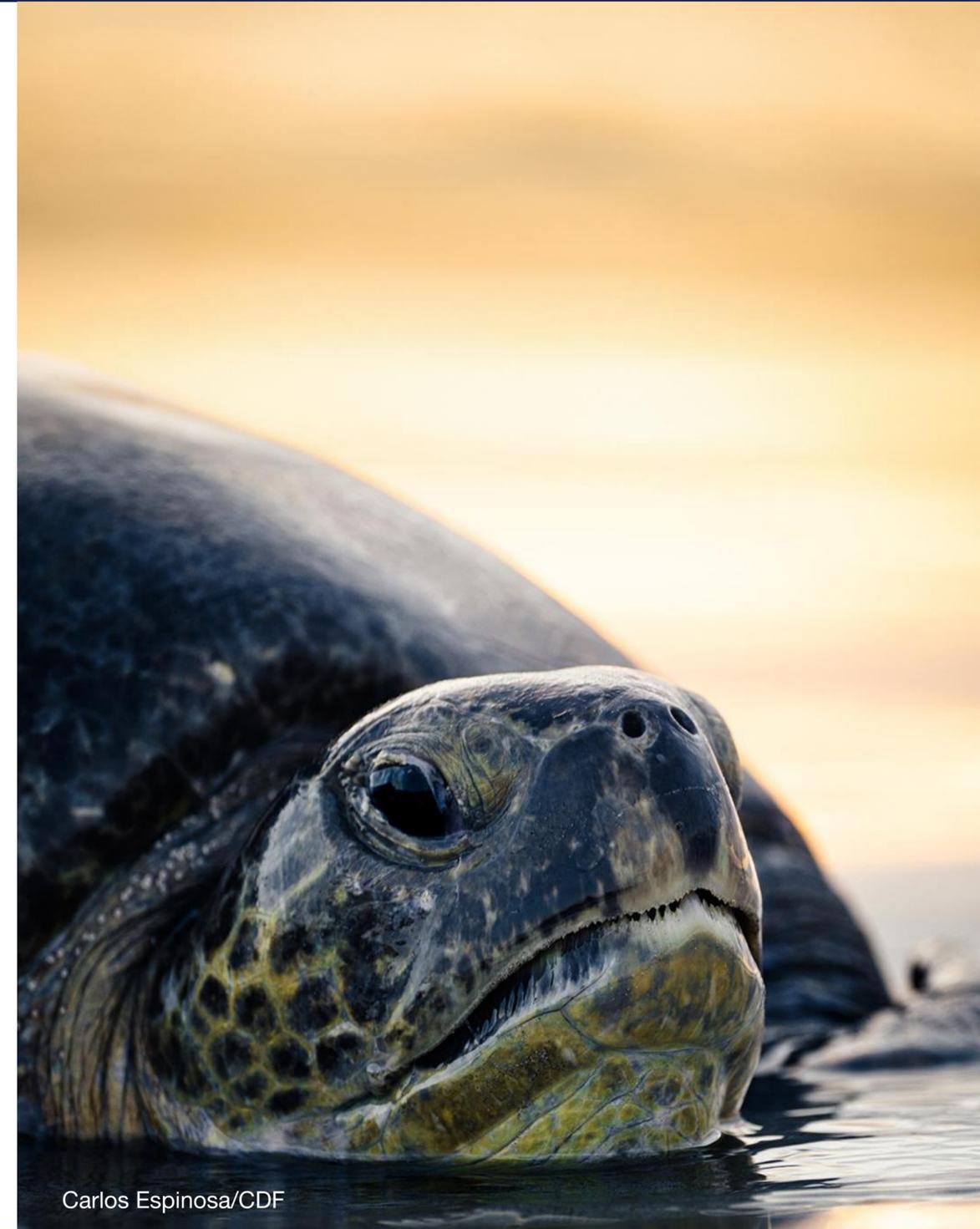
- We will fully cooperate with any due process to identify victims of trafficking.
- We will inform victims of their right to assistance and support from the Government.
- We are aware of the legal framework and critical procedures needed to address trafficking for labor exploitation.
- The CDF, through its IT, Communications, and HR departments, will continue to explore the multifaceted role of technology in human trafficking, including its impact on the recruitment and exploitation of victims.

3. Workplace

Supporting diversity and inclusion

At CDF, we champion equal employment opportunities and do not discriminate based on race, color, creed, gender, sexual orientation, age, or origin. This principle applies to all aspects of employment, including hiring, salary determination, benefits, retention, and promotion (A.M. MDT-2017-0082).

We combat inequality by challenging prejudices, questioning stereotypes and inspiring others to commit to creating a more inclusive workplace. We incorporate people who respect our values, provide equal opportunities for all, and protect their privacy. **We have a zero-tolerance policy towards any form of discrimination or harassment.**



Carlos Espinosa/CDF

Gender Balance

Gender balance is key for the CDF, in all our areas of work. Today we have almost an equal number of men and women working at our organization.

- 48% of our staff are women (2023)
- 51% of our science team are women (2023)
- 50% of our leadership team are women (2024).

Equality Plan (A.M. MDT-2024-013)

We strive to sustain female participation in scientific, research, and executive roles while enhancing our female staff's training and professional development opportunities and reducing the gender pay gap. CDF is committed to upholding a salary framework that justly and equitably compensates the work of both men and women.

3. Workplace

Persons with disabilities

At the CDF, we believe in a workplace where everyone has the same opportunities and feels included.

As such, we advocate integrating persons with disabilities into our workforce and ensuring equal opportunities for all.

Our diversity makes us stronger, and we work well together because of our unique qualities, not in spite of them.

Equality of Opportunities (R.O.-796-2012)

Under the Organic Law on Disabilities in Ecuador, "equality of opportunities" is defined as follows: *all individuals with disabilities are regarded as equals under the law, entitled to the same legal protection, and have the right to benefit from the law equally, without facing any form of discrimination.* The rights of persons with disabilities may not be diminished or denied, and any action that implies otherwise is subject to punishment, as stipulated in the Official Registry 796, Art. 4,3.

LGBT+ Communities

CDF aligns its actions with the UN's Free & Equal Standards of Conduct for Business LGBT. Diversity and inclusion within our workplace are cornerstone values that have the potential to drive the growth and development of our entire scientific, operational, and administrative teams.

The 2008 Constitution of the Republic of Ecuador was a breakthrough for civil rights, particularly concerning sexual and gender diversity. Article 11, section 2, explicitly enshrines the principles of equality and non-discrimination based on sexual orientation and gender identity.

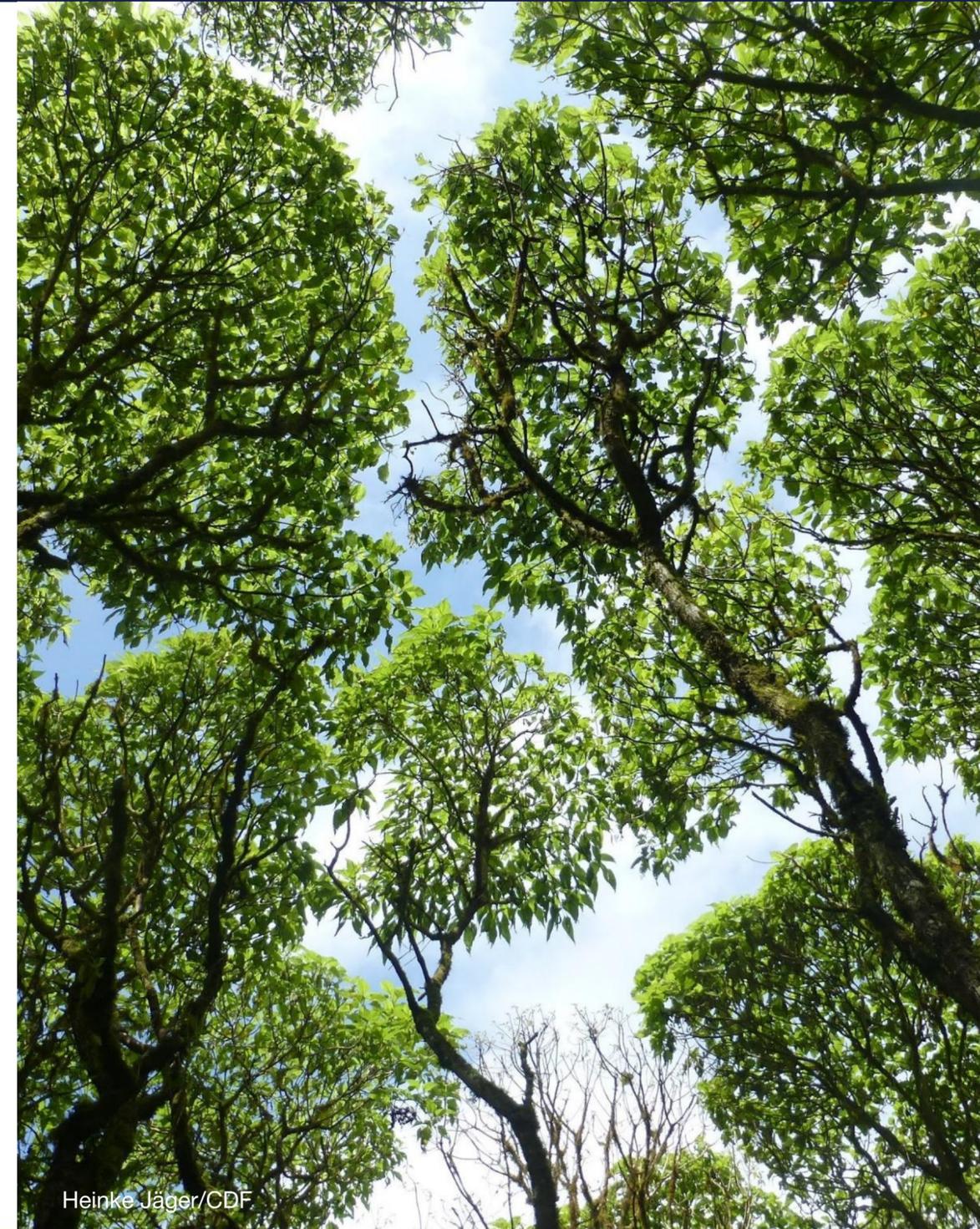
Standards of Conduct

- Respect Human Rights
- Eliminate discrimination
- Provide Support
- Prevent other Human Rights violations
- Act in the public sphere

Ethnicity

CDF is a global institution deeply rooted in Ecuadorian soil. We offer opportunities to Galapagos residents across all the islands while fostering international collaboration and embracing the inclusion of diverse ethnicities and cultures. This approach enriches the exchange of knowledge, which is vital for our research and conservation endeavors.

In 2023, our staff composition is 82% Ecuadorian, with 61% of our team hailing directly from the Galapagos.



Heinke Jäger/CDF

Enabling respect at work

A respectful workplace inspires trust and allows us all to contribute and succeed. Discrimination, harassment, and unsafe working conditions diminish what we can achieve together.

We treat our colleagues respectfully and are mindful of differences in views in personal exchanges and on digital platforms.

According to Article 16.8 of Internal Regulations at Work: **“All employees have the right to an adequate work environment to develop their functions”**. CDF will ensure compliance with this right.



Rashid Cruz/CDF

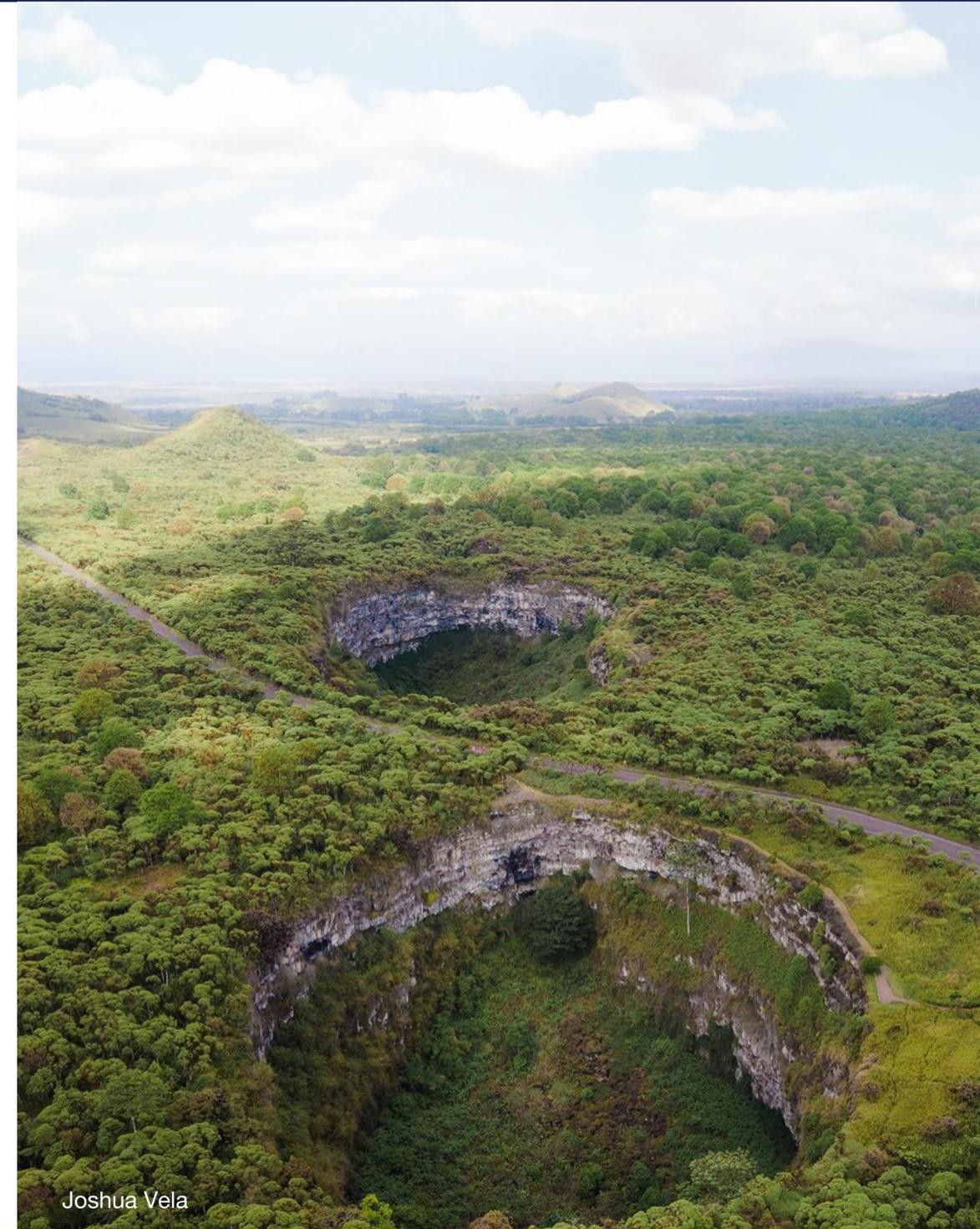
3. Workplace

A safe and secure workplace

The safety and security of our employees in our offices and other places of work is non-negotiable.

We all have a role in keeping our workplace safe for one another. This means always paying attention to health, safety, and security rules and notices.

Employees must perform their duties with due care and prudence, refraining from endangering their safety, that of their fellow passengers, that of their employer, and that of the Foundation's assets (Art. 43, Internal Regulations at Work).



3. Workplace: safety and well-being legal regulations

CDF Health and Safety Regulations

At CDF, we follow the Hygiene and Health Regulations approved by the Ministry of Labor. These guidelines are aimed at ensuring a safe and healthy work environment across all areas of CDF's operations, including scientific, administrative, operational, service, and support processes. Their goal is to promote and sustain decent, healthy, and safe work environments.

CDF Psychosocial Risk Program

Our psychosocial risk prevention program aims to promote the physical, mental, and social well-being of workers and/or collaborators in the workplace by identifying, evaluating, and controlling psychosocial risks. This will guarantee better working conditions and health.

CDF Prevention and Attention Protocol

Our Prevention and Attention Protocol provides a formal channel for reporting instances of sexual harassment, violence, or extortion in the workplace. This policy promotes a culture of gender equality to safeguard the organization's members from abuse and injustice. There is zero tolerance for any complaint or suspicion thereof. The Protocol is based on four strategic pillars: prevention, attention, repair, and sanctioning.

Complaint and Whistleblowing Policy

FCD has a complaint and whistleblowing process to warn about a decision or action that does not reflect our values or isn't in line with our Code of Ethics and Conduct. Additionally, this process describes how to raise a concern or complaint and provides additional information, including how you are protected (confidentiality and non-retaliation guarantee).

Key principles

Our complaint and whistleblowing policy is structured around four fundamental principles:

- Protection of confidentiality;
- Prevention of victimization and retaliation;
- Reporting in good faith; and
- Protection of the accused person(s).

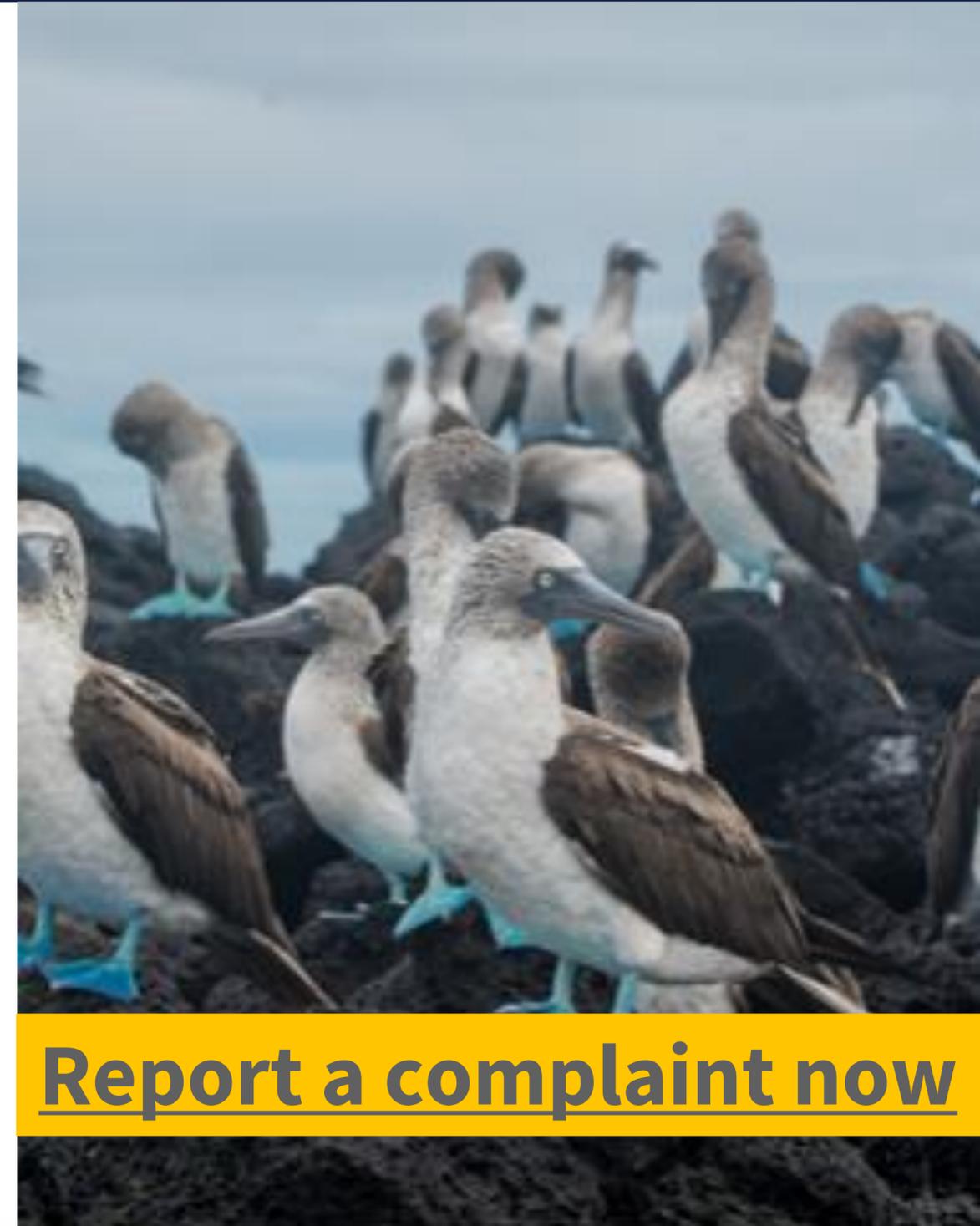
3. Workplace

How I do report a complaint?

We want to make it easy and safe for our people to raise their concerns.

That's why we created a short and simple form on our website that allows you to report any concerns and complaints in total confidentiality. You can also email speakup@fcdarwin.org.ec

The CDF's Ethics Committee will treat all your concerns, complaints, and whistleblowing confidentially and carefully. If a complaint or whistleblowing is submitted via the portal, the Ethics Committee will provide a formal response within 10 working days.



Report a complaint now



Thank you!

¡Gracias!

www.darwinfoundation.org

cdrs@fcdarwin.org.ec

Puerto Ayora, Santa Cruz, Galápagos, Ecuador.

The 'Charles Darwin Foundation for the Galapagos Islands', in French 'Fondation Charles Darwin pour les Iles Galapagos', Association internationale sans but lucratif (AISBL), has its registered office at 54 Avenue Louise, 1050 Brussels, Belgium. Trade Registry # 0409.359.103m dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Quis ipsum suspendisse ultrices gravida. Risus commodo viverra maecenas accumsan lacus vel facilisis.