



Forest
Foundation
Philippines

Let's grow together.

CODE OF ETHICAL CONDUCT

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Forest Foundation Philippines commits to the highest standards of professionalism, integrity, and ethics in the conduct of providing grants and technical assistance, and in their dealings with their colleagues and the Foundation's stakeholders. The purpose of this Code is to set basic principles to guide the behavior of Foundation employees, consultants, and members.

1

Integrity & Honesty



- Act with integrity, honesty, and in accordance with the highest ethical standards.
- Avoid any real or perceived conflicts of interest and disclose any potential conflicts that may arise.
- Desist from engaging in any illegal activities.

2

Transparency & Accountability



- Maintain transparency in all operations and grant-making processes of the Foundation while respecting the privacy of grant seekers.
- Provide accurate and timely information to stakeholders, grantees, partners and the public through its website, social media channels, and other communication platforms.
- Keep complete and accurate records of financial transactions and records and ensure their accessibility for audit purposes.

3

Confidentiality & Privacy



- Respect the confidentiality and privacy of individuals and organizations involved in the grantmaking process.
- Safeguard sensitive information and use it solely for the purpose for which it was intended.
- Comply with applicable data protection laws and regulations.

4

Ecological Responsibility



- Promote sustainable practices in all aspects of the organization's operations.
- Support projects that demonstrate ecologically responsible approaches to forest conservation.
- Consider the long-term ecological impacts of grant projects and prioritize the protection, conservation, and sustainability of forests and biodiversity.

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5

Fairness & Equity



- Make grant decisions based on merit, fairness, the organization's mission, and policies and guidelines set in place for grantmaking.
- Avoid any form of discrimination or bias in all aspects of grantmaking processes, including the aspect of gender (see Gender Equality Policy).
- Treat all stakeholders, including employees, grantees, and partners, with fairness and respect.
- Ensure that the processes in grantmaking adhere to human rights principles (see Human Rights Policy).

6

Compliance with Laws & Regulations



- Adhere to all relevant laws, regulations, and legal obligations.
- Maintain proper, inclusive, and participatory governance and ensure compliance with applicable financial and reporting requirements.
- Stay abreast about changes in laws and regulations that may affect the organization's operations.

While this Code of Ethical Conduct cannot cover every situation, Forest Foundation commits to creating a culture and safe space that allows people to raise concerns of any inappropriate conduct by staff, its partners, and people associated with the organization. If there is any suspicion of violation of this Code and/or putting the Foundation at risk, please contact info@forestfoundation.ph.



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