

Informal translation

APPROVED

By the 10th Congress of the All-Ukrainian
NGO Living Planet
Protocol No. 12 dated November 16, 2023

President

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CODE OF ETHICS AND BUSINESS CONDUCT
of the All-Ukrainian NGO Living Planet

Kyiv, 2023

INTRODUCTION

This Code of Ethics and Business Conduct (hereinafter referred to as the Code) applies to all members, employees, volunteers, and contractors of the All-Ukrainian NGO Living Planet (hereinafter referred to as the Organization/NGO Living Planet), including any subcontractors and consultants representing the Organization or acting on its behalf, regardless of their position within the Organization (hereinafter referred to as stakeholders).

1. GENERAL PROVISIONS

1.1 This Code reflects the Organization's commitment to the principles of honesty, integrity, social responsibility, and conflict sensitivity. It outlines the fundamental principles and policies to be adhered to by stakeholders of the NGO Living Planet.

We require that the behavior of stakeholders conforms to the highest ethical standards and professional norms. No one is permitted to achieve results by violating laws and regulations or by disregarding the principles of gender equality and conflict sensitivity.

1.2 This Code is not an exhaustive guide to conduct but provides general principles. It does not replace specific existing policies and procedures approved within the Organization.

2. OBJECTIVES OF THE ORGANIZATION

By approving this Code, NGO Living Planet aims to:

- Ensure the respect, authority, and strategic significance of the NGO Living Planet among civil society organizations, government bodies, and communities;
- Achieve its goals and objectives;
- Promote professional decision-making and accountability;
- Provide comprehensive and accurate information about its activities;
- Encourage social responsibility.

3. GUIDING PRINCIPLES OF THE ORGANIZATION

3.1 Responsibility and Service to Society.

The NGO Living Planet exists to serve the public good. The Organization strives to promote self-development and societal service by balancing its interests with those of the public, focusing on higher societal goals.

The Organization acts responsibly and carefully towards the environment in its activities.

The Organization acknowledges that its decisions and actions influence public perception of the civil sector and assumes responsibility for societal trust.

The Organization commits not to misuse financial resources for personal gain, treating all financial contributions as public trust.

While supporting itself responsibly, the Organization conducts its activities for the benefit of others, including society as a whole and specific as well as its segments.

3.2 Human Rights and Dignity.

Human rights are the basic rights and freedoms inherent to all individuals worldwide, such as dignity, equality, and respect.

The NGO Living Planet conducts its activities in accordance with Ukraine's labor legislation and fully adheres to the principles of the Universal Declaration of Human Rights and the European Convention on Human Rights.

The Organization respects and upholds the rights inherent to every individual, acknowledging that all people are born free and equal.

The NGO Living Planet ensures equal opportunities for all and prohibits discrimination based on race, skin color, ethnic origin, gender, age, language, health status, disability, sexual orientation, gender identity, religious, political, or other beliefs, national, social, or foreign origin, marital or property status, citizenship, or affiliation with national minorities, among other attributes that may undermine equality of opportunity.

The All-Ukrainian NGO Living Planet undertakes to respect human dignity in all its manifestations across all areas of its activity. Employees, in their professional activities, must refrain from any actions or omissions that could be considered discriminatory towards other employees, members, volunteers, clients, partners, friends, or guests of the Organization based on their race, skin color, ethnic origin, gender, age, language, disability, sexual orientation, gender identity, religious, political, or other beliefs, national, social, or foreign origin, family or economic status, citizenship, or belonging to a national minority, or any other characteristics that could violate equal opportunities.

Prohibition of discrimination based on gender (sexism) and sexual orientation (gender, homophobia) ensures equal selection criteria, conditions of employment, career progression, labor and work schedule organization, and the absence of unreasonable pay inequality for men and women of various sexual orientations. It also ensures equal participation of men and women in decision-making, equal pay for equal work for men and women, and equal opportunities for men and women in balancing professional and family responsibilities. The Organization prohibits any negative manifestations of sexism and homophobia.*

**Negative manifestations of sexism and homophobia in the workplace may include derogatory comments directed at an employee or group of employees, sexual objectification, jokes, overly explicit remarks, silence, ignoring, demeaning comments about clothing or appearance, sexist or homophobic gestures, and lack of respect.*

Prohibition of discrimination based on age (ageism) ensures the prevention of unreasonable refusal to employ young specialists after graduating from educational institutions and women and men over the age of 45.

Prohibition of discrimination based on disability (ableism) ensures the prevention of unreasonable refusal to employ or promote persons with disabilities. The Organization guarantees the creation of appropriate conditions for employees with disabilities to perform their job duties.

Prohibition of discrimination based on family status ensures the prevention of discrimination against unmarried young women, as well as women who have recently married or are planning/have young children. It prohibits employers from specifying a preferred family status for prospective female employees, asking clarifying questions about this during interviews or in questionnaires, taking into account legally guaranteed payments related to sick leave, pregnancy, childbirth, and childcare. The Organization promotes tolerant treatment of men who wish to exercise their right to paternity.

The Organization is sensitive and positively inclined towards the moral values, religion, customs, traditions, and culture of the communities it serves.

The NGO Living Planet accepts and respects the diversity of opinions and views of its employees. Employees have the right to adhere to any political, religious, or philosophical beliefs without imposing them on other employees. Employees are prohibited from presenting

their personal political, religious, or philosophical views as the official position or opinion of the NGO Living Planet.

The NGO Living Planet prohibits the use of child labor and the forced labor of employees.

3.3 Equality of Opportunities and Non-Discrimination

All activities of the All-Ukrainian NGO Living Planet are based on the principles of equal opportunities and the absence of discrimination on any grounds. Respecting human rights to a dignified life, NGO Living Planet views every activity as an opportunity to provide services to all members of society. Where necessary, NGO Living Planet applies reasonable accommodation methods.

The Organization ensures equal opportunities for all employees, partners, and contractors by applying widely publicized and consistent criteria when accepting and reviewing applications, procedures, and rules. Decisions regarding employment, membership, or cooperation must be made solely based on the quality of documentation, applications, and appeals, regardless of national, political, or religious affiliation, gender, lifestyle, appearance, or socio-economic status.

3.4 Gender-Sensitive Approach in Operations

A gender-sensitive approach considers the specific social, cultural, economic, and political contexts in which men and women live. The Organization pays attention to gender aspects at all levels of its operations and incorporates gender analysis in all its activities. The goal is to reduce gender inequality and discrimination.

The Organization declares equality of opportunity and respect for employees, candidates, and beneficiaries regardless of their gender or gender identity. Representatives of the Organization are obligated to refrain from publicly disseminating content that is sexist, discriminatory, demeaning to any community or gender, or objectifying in nature.

3.5 Religious Freedom

"Everyone has the right to freedom of thought, conscience, and religion; this right includes freedom to change their religion or belief and freedom, either alone or in community with others and in public or private, to manifest their religion or belief in teaching, practice, worship, and observance" (Universal Declaration of Human Rights, Article 18).

The NGO Living Planet respects freedom of religion; however, it does not commit to supporting or refraining from opposing individuals who support terrorism or aggressive actions toward others based on faith and religion.

3.6 Integrity and Legality

The NGO Living Planet strives to maintain integrity in its relationships with donors, beneficiaries, employees, members, partner organizations, the government, and the public. It also respects the laws of any jurisdiction in which it operates.

The Organization commits to providing accurate information about itself and its projects, as well as about any individual, organization, project, or legal requirements that it opposes or discusses.

The Organization ensures confidentiality for individuals who bring evidence of wrongdoing by someone associated with the Organization to its leadership.

The Organization strives to comply with applicable laws governing the activities of public organizations in general, as well as those related to its specific areas of activity.

3.7 Fraud Prevention

The NGO Living Planet prohibits fraud, defined as the illegal acquisition of property rights of the Organization through deceit or abuse of trust.

Fraud includes, but is not limited to, the following actions:

- Receiving or providing illegal rewards by employees, which influence business decisions made by an employee or contractor;
- Supplying the Organization with products/equipment of quality or quantity that does not match the specifications in the documents;
- Fictitious deliveries of goods or materials to the Organization, including cases of collusion between an employee and a contractor;
- Actions aimed at obtaining personal benefits during claims and litigation work in collusion with a contractor;
- Submission of counterfeit payment documents for reimbursement.

3.8 Anti-Corruption

The NGO Living Planet adheres to the requirements and principles of Ukraine's anti-corruption legislation in its activities.

The Organization applies anti-corruption laws and regulations to all its operations.

All stakeholders of the Organization are required to monitor and comply with legislative acts in all types of their activities and strictly adhere to anti-corruption laws, rules, and policies. The Organization will terminate relations with stakeholders whose activities do not comply with this Code or current legislation. Non-compliance with anti-corruption laws, regulations, or policies will result in the public termination of all relations with the Organization.

Employees must not engage in activities that result in unlawful enrichment or the receipt of benefits and rewards.

Employees and members of governing bodies are prohibited from promising, offering, or giving rewards in the form of money, property, material values, or services to public officials or related persons to expedite procedures for obtaining permits, simplify formalities, or gain other advantages for the Organization.

The Organization will promptly take corrective actions in case of violations by staff, governing bodies, volunteers, contractors, or partners.

3.9 Combating Money Laundering and Terrorism Financing

The NGO Living Planet requires its employees to comply with legislation aimed at combating money laundering and the financing of terrorism.

The Organization does not cooperate with criminals, terrorists, or countries, organizations, or individuals subject to international or Ukrainian sanctions.

All employees of the NGO Living Planet are responsible for identifying such persons and promptly reporting them to the Organization's leadership for further notification to law enforcement authorities.

The Organization interacts with contractors in compliance with the requirements of sanctions regimes within the framework of applicable legislation. It conducts a due diligence procedure to verify the legality of the contractor's business, identify potential risks to the Organization, and confirm the absence of ties between the contractor (its participants, shareholders, founders, or ultimate beneficial owners) and the Russian Federation or the Republic of Belarus.

Such ties may include:

- *The contractor's participant(s), shareholder(s), founder(s), or ultimate beneficial owner is a citizen of the Russian Federation or the Republic of Belarus (except those legally residing in Ukraine).*
- *The contractor is a legal entity established and registered under the laws of the Russian Federation or the Republic of Belarus.*
- *The contractor is a Ukrainian legal entity whose ultimate beneficial owner, participant(s), shareholder(s), or founder(s) with a share of 10% or more in the authorized capital is:*
 - *The Russian Federation or the Republic of Belarus,*
 - *A citizen of the Russian Federation or the Republic of Belarus (except those legally residing in Ukraine),*
 - *A legal entity established under the laws of the Russian Federation or the Republic of Belarus (except where assets are transferred to Ukraine's National Agency for Asset Recovery under legal procedures).*

Contracts with contractors who fail the due diligence procedure are prohibited. All payments are made in accordance with the law and the Organization's internal procedures.

3.10 Transparency and Accountability

The NGO Living Planet ensures transparency in its relationships with the government, public, donors, partners, beneficiaries, and other stakeholders, considering requirements for the protection of confidential and restricted information (e.g., personal data, intellectual property).

Key financial information, governance structure, activity areas, and partner lists are open and available for public oversight. The Organization takes measures to inform the public about its activities and resource use.

The Organization is accountable for its actions and decisions not only to donors and the government but also to its beneficiaries, employees, members, partner organizations, and society at large.

All procedures and activities of the Organization are fully transparent to the public, relevant government bodies, media, and other interested parties and organizations. It provides complete and accurate information through its informational materials and timely responses to legitimate information requests.

3.11 Confidentiality and Internal Information Protection

Stakeholders must maintain and protect the confidentiality of information entrusted to them by beneficiaries and the Organization or any other information obtained in the course of fulfilling their duties, except when disclosure is permitted or legally required.

Obligations related to the protection of confidential information continue even after the termination of relations with the Organization.

Confidential information includes all non-public information obtained during the relationship with the Organization or information that, if disclosed, could harm the Organization or its beneficiaries. Particular care must be taken with information entrusted to the Organization or its stakeholders by beneficiaries. No information about beneficiaries may be shared without their consent.

Those with access to confidential information are prohibited from sharing it with anyone except authorized Organization representatives when necessary for statutory activities. Efforts will be made to limit access to confidential information, granting access only to individuals who need to know it, and they will be informed about its confidentiality requirements.

External parties with access to confidential information related to the Organization must be informed that they are prohibited from disclosing it except as necessary for statutory activities.

The Organization respects each employee's right to privacy and ensures compliance with Ukraine's legislation on information protection and personal data.

In turn, each employee must comply with Ukrainian legislation and the Organization's internal documents regulating access, use, and disclosure of confidential information.

Employees are prohibited from disclosing or using in any other way confidential and restricted information learned in connection with their duties, except as required by law. Confidential information recognized as such during the employment relationship remains confidential even after the end of employment with the Organization.

Employees must not use information about internal processes or any information obtained during the fulfillment of their duties for personal gain or to harm the Organization.

Employees' personal opinions expressed during internal discussions on various issues must not be disclosed. Discussions and documentation under development must not be disclosed externally until a decision is made to open such information.

3.12 Conflict Resolution and Addressing Conflicts of Interest

The Organization refrains from actions or inactions that generate conflicts; resolves arising issues and contradictions based on compromise, avoiding conflict escalation; adheres to peaceful, constructive methods of conflict resolution. In the event of a conflict between employees and/or members, volunteers of the Organization, priority is given to resolving conflicts internally without public discussion. Employees are prohibited from discussing each other's shortcomings outside the Organization.

The Organization prohibits actions that may lead to conflicts of interest.

A conflict of interest is a situation where an employee's personal interests during the performance of their official duties contradict or may contradict the interests of the Organization, potentially affecting objectivity and impartiality in decision-making.

A conflict of interest may arise if:

- a) an individual's actions are directed toward their direct or indirect benefit, or that of a third party, which diverges from the Organization's interests;
- b) the individual or the family member receives undue personal benefits due to holding a position in the Organization.

Employees must independently assess conditions and actions that could potentially lead to conflicts of interest and avoid situations that may result in such conflicts. If a conflict of interest arises, the employee must seek assistance from their immediate supervisor to find a resolution within this Code and the laws of Ukraine. If the immediate supervisor cannot resolve the conflict, the employee has the right to approach the Organization's leader and/or a Coordination Council member independent of the potential conflict.

If the conflict of interest involves the Organization's leader (e.g., when the leader has a personal interest in signing an important agreement or conducting a significant transaction), they must inform the Coordination Council of their interest and abstain from voting in meetings where such agreements or transactions are discussed. The leader must disclose all potential and actual conflicts of interest, including any institutional affiliations that may cause such conflicts.

Common situations leading to conflicts of interest include:

- Secondary employment that interferes with performing duties in the Organization;
- Providing consulting or other services to business partners or competitors of the Organization;
- Negotiating, approving, or entering into agreements on behalf of the Organization with a counterparty where the employee or their close relatives hold a corporate role or rights;
- Direct supervision of close relatives or making management decisions regarding such individuals, including promotions or informal requests regarding employment;
- Employment of the employee or their close relative in an organization that is a business partner or competitor;
- Hiring a close relative of an employee under their direct supervision.

**For the purposes of this Code, close relatives include spouses, parents, stepparents, children, stepchildren, brothers, sisters, cousins, spouse's brother and/or sister, nieces, nephews, uncles, aunts, grandparents, great-grandparents, grandchildren, great-grandchildren, in-laws, adoptive parents or children, guardians, or individuals in a shared household with mutual rights and responsibilities, excluding non-family relationships.*

All potential conflicts of interest must be immediately reported to an independent Coordination Council member, who will assess the issue and, if necessary, seek legal counsel. Unresolved conflicts involving an employee, senior management, or the Organization's leader must be referred to the Coordination Council for review.

3.13 Professionalism

The NGO Living Planet operates under the principle that equal opportunities for all employees are a crucial factor in ensuring long-term success. The Organization commits to maintaining high standards of activity, providing conditions for professional growth. Opportunities are offered to all employees based on their qualifications and alignment with competency requirements.

Employees must acquire the qualifications and knowledge needed to perform their duties professionally. All employees, including the Organization's management, are responsible for

their professional development. In addition to on-the-job training, the Organization encourages employees to enhance their skills by attending external training and consultations.

Self-education and participation in conferences, seminars, and training outside the Organization are encouraged. However, participation in such events must not hinder employees from fulfilling their responsibilities.

3.14 Protection and Proper Use of Resources

The Organization strives to use resources as efficiently, effectively, and transparently as possible to achieve its objectives. Resources are utilized solely for socially beneficial purposes.

Employees are prohibited from using the Organization's funds, infrastructure, name, or reputation for personal gain. Equipment, materials, computer systems, and other resources belonging to the Organization may not be used for external activities without prior approval from the Organization's leadership.

Employees must take all reasonable and appropriate measures to protect the Organization's material and intellectual assets, avoiding risks of loss or damage and ensuring careful use of physical and intangible assets. Employees should label these assets according to the Organization's external communication standards.

To ensure data security and preservation, employees must adhere to technology and telecommunications security standards. Two-factor authentication must be enabled where available. All software used must be licensed and utilized in compliance with licensing terms.

Passwords to computer systems and corporate email accounts are confidential and must not be shared with third parties. When working on external devices, employees must log out of authorized or linked accounts after completing tasks.

3.15 Safety, Health, Environment, Risk, and Quality

The Organization recognizes the safety and health of individuals as one of its highest values. All employees are responsible for maintaining safety by adhering to safety regulations, sanitary standards, and minimizing risks in current and operational activities. The Organization strives to ensure safe working conditions and avoid risks for stakeholders. All employees and contractors must avoid actions or behaviors that could harm safe and effective work performance.

The Organization pays particular attention to the consequences of its activities, their impact on the environment, health, and safety. Contractors' activities must comply with environmental standards and conservation laws. If an employee or contractor has any doubts regarding the appropriateness or meaning of a specific environmental, health, or safety standard, they should immediately discuss it with the relevant representative of the Organization.

3.16 Partnership Collaboration

The NGO Living Planet is committed to fostering ethical relations with other civil society organizations and, where possible, establishing partnerships in the public interest. Significant progress in achieving peace and well-being can be encouraged through interfaith, intercultural, and interracial connections, while artificial barriers generally divide people and social institutions.

The Organization is ready to work beyond the boundaries of politics, religion, cultural characteristics, race, and ethnicity with other civil society organizations and individual public activists or volunteers who share its values and goals.

3.17 Adherence to Ethical Conduct Codes

All employees of the Organization commit to following codes of ethical conduct in their activities. In particular, they must refrain from any form of sexual exploitation of children or adults. They must neither support nor participate in any forms of illegal, exploitative, or violent actions against children and adults, including child labor and human trafficking.

3.18 Protection of Whistleblowers from Retaliation

The NGO Living Planet is highly committed to ensuring its activities comply with legal and ethical standards. Interested parties are encouraged to report violations of laws, rules, or provisions of this Code to the Organization's management.

The Organization prohibits intimidation, humiliation, or harassment* of employees who report violations of this Code, applicable laws, or other internal requirements of the Organization.

**Whistleblower harassment may include actions aimed at pressure, intimidation, humiliation, or restriction of the employee's rights as a result of their initial report of a violation.*

Submitting knowingly false reports or slander is unacceptable.

4. FOUNDATIONAL PRINCIPLES OF ACTIVITY

4.1 Nonprofit Nature

The NGO Living Planet is established and operates as a nonprofit organization. Any income (profits) of the Organization or parts thereof cannot be distributed among founders (participants), members, employees (except for wages and related social contributions), governing body members, or other related persons.

The financing of expenses for the Organization's maintenance, achievement of its objectives (goals, tasks), and activities outlined in its Charter does not constitute a distribution of income (profits).

4.2 Nongovernmental Status

The NGO Living Planet is neither a part of nor subordinate to governmental authorities or intergovernmental institutions.

The Organization maintains independence and is not affiliated with any political party, although it may share legislative goals within the scope of its declared mission and objectives.

The Organization does not engage in political activities, particularly those aimed at gaining, maintaining, or using power. If political demands arise in connection with the declared mission, objectives, and activities, the Organization will state them openly.

The Organization does not act as an instrument of state foreign policy and does not seek to implement the policies of any government unless they align with the Organization's mission and declared objectives.

4.3 Organizational Structure

The NGO Living Planet ensures comprehensive documentation of its activities, the operation of its governing bodies, and regular meetings and events.

Organizational documents (charters, strategies, memorandums, policies, provisions) clearly define the mission, objectives, governance structure, rights and responsibilities of members, and the rules and procedures applied within the Organization.

4.4 Independence and Self-Governance

The NGO Living Planet is an independent organization. Its policies, vision, and activities are not dictated by any corporation, donor, government, official, political party, or other organization.

The Organization conducts its activities autonomously, with a governance structure that reflects this and ensures control over its own operations.

4.5 Voluntarism

The NGO Living Planet operates in accordance with the law and is formed through private initiative as a result of voluntary actions by individuals sharing common interests, values, and social goals. Upholding voluntary values and principles remains fundamental to its work. To achieve its mission and objectives, the Organization may involve volunteers in its activities.

4.6 Impartiality

The NGO Living Planet strives to avoid any deceptive, negative, preconceived opinions, or biases against any person or entity.

Decisions and actions of the Organization are taken and implemented solely based on principles, regardless of preferences or interests that may be satisfied or restricted in the process.

4.7 Effective Human Resource Management Policy

The NGO Living Planet recognizes that capable and responsible personnel are vital to its success. Therefore, decisions on recruitment are based on the professional, business, and personal qualities, expertise, and knowledge of the candidates.

Preference for employment may be given exclusively to candidates with successful volunteer experience or internships at the NGO Living Planet.

The Organization provides adequate training and orientation for new staff and ensures appropriate working conditions. It also offers opportunities for individual growth and development, striving to create an environment conducive to personal advancement. The Organization guarantees fair treatment of employees, respects, and protects their fundamental rights and freedoms.

Employees have the right to raise serious concerns about members of the governing board or officers of the Organization with management.

The NGO Living Planet aims to achieve its objectives by adhering to the highest standards of business ethics. Every employee and volunteer must contribute to the positive image and reputation of the NGO Living Planet. They should avoid actions or behaviors that could harm or conflict with the interests of the Organization or negatively impact its reputation.

Each employee or member of the Organization is expected to diligently fulfill their functional duties in accordance with their employment contract and other internal documents, demonstrate initiative and creativity, and continuously enhance their professional skills and knowledge.

Employees must treat colleagues, partners, clients, and visitors with respect, maintaining a high standard of communication.

While performing their duties, employees of the NGO Living Planet are obliged to strictly adhere to the requirements of the law, the Organization's Charter, the provisions of this Code, and other internal documents, as well as universally recognized rules of ethics and morality.

Employees must perform their professional responsibilities conscientiously, competently, promptly, effectively, and responsibly, complying with decisions and instructions from governing bodies and superiors to whom they report and are accountable, avoiding misuse and inefficient use of the Organization's resources.

Employees must maintain tolerant and courteous relations with colleagues, adhere to the principle of subordination, and share experience and information.

Employees are expected to be ready to perform tasks not only within individual projects but also for the general organizational development of the NGO Living Planet.

Employees of the NGO Living Planet must provide comprehensive and accurate information about the mission, directions, and activities of the Organization upon requests from clients, partners, or other individuals.

Employees must treat clients and visitors of the NGO Living Planet with the utmost respect, interacting with them in a balanced and tolerant manner. They must tactfully halt any attempts by clients or visitors to make negative remarks about other staff members.

In performing their duties, employees must ensure that material and financial resources of the NGO Living Planet are used solely for the statutory activities of the Organization.

It is prohibited for employees of the NGO Living Planet to accept gifts or services from individuals or entities in connection with their duties unless such gifts meet generally accepted standards of hospitality, do not exceed one subsistence minimum for able-bodied individuals established on the day of acceptance, and do not create obligations for the employee. The total value of gifts received from a single person (or group of people) within a year must not exceed two subsistence minimums for able-bodied individuals as of January 1 of that year.

Gifts and business hospitality that are accepted or offered must meet the following criteria:

- Presented without the intent of gaining undue advantage or influence.
- Must not be in the form of cash.
- Must not violate current legislation.

The Organization deems unacceptable any threats, physical violence, sexual harassment, or other forms of harassment, mistreatment, or bullying of employees during their duties or interactions with colleagues or other individuals within the Organization's premises.

Behavior that creates a threatening, hostile, or humiliating atmosphere for employees or others in the Organization's premises is a violation of this Code and grounds for disciplinary action.

The Organization determines that the use of alcohol, drugs, or other psychotropic substances by employees negatively affects their ability to perform their duties properly, as well as the safety, efficiency, and productivity of other employees and the Organization as a whole.

Consumption of alcohol, drugs, or psychotropic substances, or participation in gambling, is prohibited in the Organization's premises and vehicles.

Being in the Organization's premises or vehicles under the influence of alcohol or drugs is grounds for disciplinary measures.

Employees are prohibited from bringing weapons into the Organization's premises.

All employees of the Organization, regardless of position, must communicate in a polite, tolerant, and friendly manner.

Employees are required to adhere to a business (or smart casual) dress code. The appearance of employees should not be provocative or sloppy.

The recommended business style consists of clothing and accessories that convey authority, confidence, and professionalism, emphasizing the professional status of the employee and fostering trust among colleagues and partners.

4.8 Financial Management

In its financial activities, the Organization is guided by the laws of Ukraine and its Charter. The Organization is obligated to use the funds received for its maintenance, as well as for implementing its statutory goals and areas of activity. All financial transactions must comply with the Organization's internal requirements and adhere to legislation and approved project budgets.

Financial operations and reports are regularly reviewed by donors, auditors, and relevant state authorities. The Organization's financial reports are published on its website and are accessible to the public.

Accounting and financial reporting, as well as the Organization's records, must fully and accurately reflect the financial transactions conducted by the Organization.

Financial reports, prepared by responsible persons based on the information provided by the Organization's staff, must truthfully and comprehensively reflect the nature of the operations they describe.

Employees of the NGO Living Planet are prohibited from:

- participating in the falsification of any financial, accounting, or management documents;
- creating or facilitating the operation of unregistered or unofficial funds;
- providing incomplete or false information to the Organization's internal or external auditors;
- entering or removing information in the Organization's accounting records with the intent to conceal, mislead, or mask the true purpose or nature of any financial or non-financial transaction or its results;
- approving, authorizing, or conducting payments on behalf of the Organization if the purpose of such payments is misrepresented or concealed.

4.9 Interaction with Partners

The reputation of the Organization depends on how it collaborates with its partners. Employees are expected to act in ways that uphold the Organization's reputation and align with the values and cultural specifics of those with whom the Organization cooperates.

The NGO Living Planet is open to and interested in partnerships with individuals, organizations, companies, and associations that share similar goals and ethical principles.

The NGO Living Planet strives to maintain the established relationships with partners that have been developed over the years. The Organization places importance on the development of sustainable and effective partnerships with its experts, consultants, state structures, educational institutions, public associations, private businesses, and communities.

Potential partners of the Organization must share its operational principles and maintain an unblemished business reputation.

4.10 Interaction with Donor Organizations

The NGO Living Planet seeks funding from various sources to achieve its statutory goals, tasks, projects, and ideas. The Organization does not accept funding if it comes with requirements that contradict its mission, values, or the legislation of Ukraine.

The Organization views donor organizations as partners and builds relationships on the principles of partnership.

To achieve its goals, the NGO Living Planet uses natural, human, spiritual, material, and property resources responsibly and rationally, considering the needs of current and future generations.

As both a recipient and provider of funding, the Organization adheres to the best traditions of financing, budget justification, and transparency, avoiding double funding.

4.11 Interaction with Contractors

The NGO Living Planet values the development and maintenance of partnerships based on long-term cooperation, mutual benefit, respect, trust, fairness, objectivity, and the conscientious fulfillment of contractual obligations.

In its relations with contractors, the Organization commits to:

- working only with contractors who comply with current legislation;
- striving to obtain the most favorable commercial terms for the Organization;
- thoroughly analyzing the activities of potential contractors (experience, qualifications, conflicts of interest, reputation, business legality, affiliations with the Russian Federation/Republic of Belarus, prior relationships with the Organization, etc.);
- demonstrating respect and restraint in relations with the employees of the Organization's contractors.

The NGO Living Planet protects the confidentiality of contractors' information and their personal data.

The Organization respects the property rights of contractors, including intellectual property rights, and does not acquire commercial information about contractors unlawfully.

The Organization supports free and fair competition and provides all contractors with equal competitive opportunities for cooperation.

4.12 Interaction with Government Authorities

Recognizing the societal significance of its activities and its responsibilities to the state, the NGO Living Planet aims to build and maintain stable relationships with government and local authorities based on the principles of legality, professionalism, mutual trust, respect, and commitment to obligations.

To implement its policy on interaction with government authorities, the Organization:

- does not participate in political campaigning or activities;
- prohibits employees from campaigning for any political party or candidate during the performance of their duties;
- provides information required by law to government authorities upon request, in the volume and manner prescribed by law, without withholding, delaying, or distorting it;
- avoids sharp statements and unwarranted criticism of government authorities.

4.13 Interaction with the Media

The NGO Living Planet builds relationships with the media based on principles of openness, transparency, timeliness, and readiness for dialogue. It seeks to adhere to high ethical communication standards.

The Organization assigns responsibility for implementing its media interaction policy to its Media Relations Specialist (Press Secretary), whose duties include:

- formulating an information policy to inform the public and media about the Organization's plans, achievements, and principles through traditional media, social networks, online resources, etc.;
- preparing relevant materials for the press, statements, information, and announcements;
- monitoring media materials to ensure accurate representation of the Organization's information.

5. EFFECTIVENESS OF THE CODE. RESPONSIBILITY FOR VIOLATIONS, MONITORING OF COMPLIANCE, AND PROCEDURE FOR REVIEWING THE CODE

5.1 The provisions of this Code are mandatory for all members, employees, volunteers, and contractors of the NGO Living Planet, including any subcontractors and consultants representing the Organization or acting on its behalf, regardless of their position within the Organization.

5.2 Monitoring of compliance with this Code is the responsibility of the Organization's leader. The collection of information regarding adherence to the Code by members of the Organization and other trusted individuals is assigned to a member of the Coordination Council, in accordance with the distribution of functions.

5.3 In case of violations of the Code, the following penalties may be applied to members of the Organization, employees, volunteers, and other interested persons:

- Announcement of partial non-compliance with the position;
- Expulsion from membership, dismissal from position;
- Early termination of contract;
- Written warning (in case the rule is violated not for the first time, or if such an action threatens the activities of the NGO "Living Planet" and its reputation, image, or brand);
- Oral warning (if the rule was violated for the first time and the violation did not threaten the activities of the NGO Living Planet and its reputation, image, or brand).

The Organization's leader has the right to impose penalties on employees. It is prohibited to impose two or more penalties for the same offense. Retroactive imposition of penalties for violations of the Code is not permitted.

5.4 The right to review this Code belongs to the Congress of the Organization's members. Recommendations and proposals for amending or improving the provisions of the Code are submitted to the leader of the Organization for review and come into force after approval by the Congress of the Organization's members.