



Code of Ethics

Our Code of Ethics reflects how we work and foster a culture that is necessary to support our mission.

OUR PEOPLE

- The health, safety and well-being of our staff are paramount to our success, and we are committed to providing everyone with an inspiring, safe and healthy working environment.
- We shall provide proper training and orientation for new staff, and provide them with suitable working conditions. Also, provide opportunities for individual growth and staff development.
- All staff shall be treated with fairness and equity, and as individuals with rights to be honoured and defended. Their rights to freedom of association, conscience and expression must be respected and protected.
- Staff shall be encouraged and guided in maintaining the highest standards of professional and personal conduct, and in taking personal and professional responsibility for their actions and decisions.
- We are committed to treating all people with respect, dignity, fairness, equality, courtesy and open-mindedness. We promote (and integrate) gender equality and diversity inclusion into our way of working with the aim of achieving a more just and equitable society.
- Guidance shall be provided staff with access to official documentation or information regarding maintenance of the integrity, confidentiality, and privacy of such information to protect any individual concerned.

OUR PARTNERS AND OPERATIONS

- The Foundation shall spend at least 90% of its total expenditures (including fundraising costs) on program activities.
- We shall carry out our activities with professionalism and centred on the concept of serving others and mitigating the climate crisis.
- We carefully select our business partners and projects that contribute to our mission and share the same values, and may subject any third party to due diligence or screening processes to ensure the same.
- We recognise a duty of care towards all children and vulnerable people that may be impacted by our work and expect the same from our donors, grantees and business partners.
- We design our operational frameworks with sustainability and fairness in mind, in particular in our procurement and travel processes, recognising that the transition to a just and regenerative economy begins within our own organisation.
- We shall regularly seek regular feedback on our activities from our beneficiaries, partners, donors, and relevant stakeholders. All our activities shall be critically examined periodically to determine their relevancy to the mission, their efficiency and effectiveness, the value of continuing the programs or revising them, and the need for new activities.

OUR COMMUNICATIONS

- Any information that we shall disseminate to the media, policymakers or the public must be accurate and presented with proper context. This includes information presented with respect to any legislation, policy, individual, organization, or projects it opposes, supports, or is discussing. Forward-looking projections are to be presented clearly as such, and not as fact.
- We shall have clear guidelines and approval processes for the issuing of verbal and written statements.
- We shall present information in a fair and unbiased manner. Where a possible bias is unavoidable or inherent, it is to be disclosed.
- All of Built By Nature statements reflect our actual authority. We shall not improperly assume the authority of the community we serve or our partners.

OUR COMPLIANCE

- In the pursuit of our mission, we hold ourselves to the highest standards of integrity and ethical behaviour. We comply with the laws applicable to us, including the fulfilment of all the responsibilities and duties that correspond to organisations recognised with an ANBI (*Algemeen nut beogende instellingen*) status.
- We strive to be transparent, truthful, and honest in our business operations and in all of our dealings with the government, the public, donors, partners, beneficiaries, and other interested parties, except for personnel matters and proprietary information. Our basic financial information, governance structure, activities, staff and partnerships shall be open and accessible to public scrutiny. We will inform the public about our work and the origin and use of our resources.
- Periodic accountings shall be made. The accuracy of our financial reports shall be subject to audit by independent and qualified accountants, as stipulated by Dutch law and fulfil all financial and reporting requirements.
- We have established financial policies regarding the receiving and disbursement of financial resources, investment of assets, procurement practices, and internal control procedures.
- We apply a Conflict of Interest Policy to avoid or address any potential, perceived or actual conflicts of interests.
- We are accountable for our actions and decisions, not only to our funding agencies and the government, but also to the people we serve, its staff and members, partner organisations, and the public at large.
- We do not tolerate any kind of corruption, bribery or kickbacks. We encourage anyone with a concern about unethical behaviour or practices taking place in the context of our work to report these to complaints@builtbn.org. We protect whistle-blowers in accordance with our Whistle-blower Policy. We shall take prompt corrective action whenever wrongdoing is discovered among its staff, governing body, volunteers, contractors, and partners.
- We respect our staff, partners, and donors including their privacy and treat personal data carefully in accordance with the EU General Data Privacy Regulation.



FUNDRAISING

- We shall only accept funding that is consistent with its mission, does not compromise its core principles, and does not restrict its ability to address relevant issues freely, thoroughly, and objectively.
- We shall be truthful in all matters relating to the raising of funds and their use.
- We do not tolerate any unethical activities such as double funding for one project, diversion of dedicated funds to uses other than the project for which funds were approved, or overstatement of achievements.
- We shall be careful to ensure that all solicitation and promotional materials are accurate, and that they clearly and truthfully present the Foundation, our mission, and our programs. All solicitations and requests for funding are to correctly reflect the planned use of the solicited funds, and fundraising solicitations shall only make claims that the organization can fulfil. There shall not be any exaggerations of fact or material omissions, nor any communication or images that would create a false or misleading impression.
- Our fundraising efforts shall be for the purpose of BbN's mission, and free of coercion, improper motive, inappropriate conduct, unreasonable reward, or personal inurement.
- The costs involved in fundraising shall be reasonable relative to the revenue generated.
- We may alter the conditions of a gift or grant only by obtaining explicit consent by the donor.

Full Name:

Place:

Date:

Signature:

DETAILS	
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