



# CODE OF CONDUCT AND INTEGRITY



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Takamanda Wildlife Conservation developed a set of distinct values that shaped the company's corporate identity. As Takamanda Wildlife Conservation grows, processes and structures change continuously. This enables Takamanda Wildlife Conservation to provide and further develop its wide range of services with an increasing number of staff.

Well-defined corporate values create a framework within which Takamanda Wildlife Conservation can continue to develop authentically. The reflection of corporate values is an ongoing process. This includes continuously questioning, discussing and clearly formulating our corporate values.

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## 1.1 COMPLIANCE CULTURE

- Our actions are based on **integrity**, economic, social and ecological responsibility and ethics, employee orientation, sustainability, innovation and excellence.
- We comply with laws, guidelines and rules. We do not tolerate corruption and bribery.
- **Integrity and acting with integrity** are deeply rooted in our self- image and corporate culture. This applies to our day-to-day communications within the firm as well as with our clients, business and project partners.
- **Managerial staff** act as role models and, therefore, have a decisive impact on the importance awarded to the compliance system and strict adherence to it.
- Only the **employees** can ensure that Takamanda Wildlife Conservation will meet all requirements of the compliance system. This requires competence, commitment and motivation of everyone.

## 1.2 OUR CORPORATE VALUES – WHY AND FOR WHOM?

A common understanding of corporate values is the basis for successful work and sustainable development of the company.

Takamanda Wildlife Conservation´s **corporate values** provide orientation for the company's development and define our corporate identity. A common understanding among all employees of Takamanda Wildlife Conservation of our corporate values is the basis for successful work and the sustainable long-term development of the company. Our commitment to these values assures that we take responsibility for clients, business partners, employees and for the protection of our environment.

**Takamanda Wildlife Conservation´s value system** focuses on

- **donors and partners** as drivers of development in partner countries,
- **employees** as our most crucial asset in service delivery.

The basis for implementing and living the corporate values is

- a management philosophy and mission statement in line with the respective values,
- clear, targeted communication both in-house and in public; and
- an appropriate staff policy.

## 1.3 GUIDING PRINCIPLES

In line with Takamanda Wildlife Conservation´s corporate values, TWC is committed to and accountable for upholding the highest ethical standards to avoid any involvement in fraud, corruption, coercion, money laundering, human trafficking or terrorism, as well as any behaviour, which aims at unfair competition or gives rise to respective suspicions.

Takamanda Wildlife Conservation is equally committed to and accountable for the prevention of any form of violation of human rights, sexual exploitation, abuse, and harassment, racism, as well as any other ethical breaches.

### 1.3.1 ETHICAL STANDARDS

Takamanda Wildlife Conservation provides management services to private and donor-financed projects under terms and condition that comply with the internationally accepted ethical standards of corporate governance and competitive practices, such as the FIDIC Code of Ethics and the United Nations' Global Compact Principles.

### 1.3.2 EQUAL RIGHTS

Takamanda Wildlife Conservation does not tolerate discrimination or stigmatization on any grounds; including gender, skin colour, and religion, nationality, and HIV status. Instead, Takamanda Wildlife Conservation engages with its donors, partners and beneficiaries based on mutual respect, and insists upon equal rights and equal treatment in all corporate activities.

### 1.3.3 LEGAL COMPLIANCE

Takamanda Wildlife Conservation respects and conforms to the rule of law in all of its activities and meets its contractual obligations both in Germany and in any country in which it provides services.

### 1.3.4 TRANSPARENCY

Takamanda Wildlife Conservation makes sure that its actions and motives are clear and comprehensible and engages in fair and transparent partnerships with its business partners, experts, beneficiaries and other stakeholders.

### 1.3.5 COOPERATION IN PARTNERSHIP

Takamanda Wildlife Conservation works together with our business partners, project partners and target groups in a fair and reliable manner based on mutual trust. This also applies to our behaviour towards our colleagues based on mutual respect and the rejection of bullying. Constructive conflict management is an important part of our work.

### 1.3.6 ACTIVE AND PASSIVE CORRUPTION

Takamanda Wildlife Conservation does not offer or accept remuneration of any kind that seeks to unduly influence tender, procurement, employment, management, or other decision making processes in our consulting services. Furthermore, Takamanda Wildlife Conservation has signed the self-commitment of [Transparency International](#) and supports the fight of Transparency International against corruption.

### 1.3.7 CONFIDENTIALITY

Takamanda Wildlife Conservation treats all information related to business activities and the review of compliance with this Code of Conduct with strict confidentiality. This obligation also applies after termination of a contract of employment.

## 1.4 WHO IS COVERED BY THE CODE OF CONDUCT

Compliance is an essential task that each one of us is called to answer. Takamanda Wildlife Conservation relies on all employees, management, and business partners working with Takamanda Wildlife Conservation to play key roles in ensuring Takamanda Wildlife Conservation integrity. We have to act with integrity and in accordance with this Code of Conduct, and fully understand the ethics of serving clients.

Only a business that is based on a set of values, as outlined above, has the preconditions for sustained growth and for solutions to the challenges arising in a world of change. A commitment to these values means assuming responsibility; for donors, business partners, employees and for the protection of the environment. Takamanda Wildlife Conservation is committed to ethical, legally correct and socially responsible management. We also expect this standard of conduct from everyone, working with us and with whom we do business.

**We expect you to share this commitment** and to make reasonable efforts to promote the compliance of your colleagues at home and abroad as well as business partners with the principles of this Code.

Adopting a zero tolerance policy against all forms of bribery and corruption, Takamanda Wildlife Conservation feels a responsibility to work with business partners that share our ethical approach and adhere to these or similar standards. The business partner screening is part of our risk management.

## 1.5 TAKAMANDA WILDLIFE CONSERVATION AREAS AT RISK

We are all judged by our behaviour - whether or not we abide by the law and how we live integrity. We all like to believe that we are honest, responsible, respectful, trustworthy, reliable and loyal. However, our integrity may be tested in unexpected ways, especially in an international business environment.

**When it comes to compliance within Takamanda Wildlife Conservation business model, the main areas at risk are:**

- different national partner and legal systems;
- public contracts;
- intense competition;
- temporary project teams made up of external experts; and
- large financial volumes.

To avoid and minimise the risk of non-compliance we are all required to:

- be aware of relevant laws and regulations;
- comply with all Takamanda Wildlife Conservation policies, directives and procedures; and promptly;
- report all suspicions or violations of the law, of our Code of Conduct and Integrity, policies, directives and procedures.

## 1.6 OUR CORE PROCESSES AND INTEGRITY

In our daily work, in acquisition and in our projects abroad, we work in complex environments with governments, government-controlled bodies and public international institutions as well as private companies, employees and experts. Integrity is the core of our values, and this attitude is embedded in our policies, directives and in our procedures for acquisition and project management.

Therefore, it is essential to

- **understand and comply with** our procedures for acquisition and project management and with laws, rules and regulations pertaining to anti-corruption, public procurement, data protection and disclosure;
- **ensure that we comply with** tax regulations in Germany and abroad, that we comply with business law in countries of assignment (registration, legal formalities, and contract law) and with national banking laws.
- **apply a mindful attitude** when we handle personal data of employees and freelance consultants, whereas in our Headquarters, in cooperation with our business partners and in our projects.
- **know and apply** our policies, directives and procedures, which have been designed to guide you and help us comply.