

## CODE OF CONDUCT

### **Committed to human rights across spheres of work**

UN Universal Declaration on Human Rights is a central guide for this.

### **Providing equal opportunity, freedom of association and free speech**

TOF will not discriminate against any individual on the basis of color, sex, national origin, age, religion, marital status, sexual orientation or disability. It respects rights to collective bargaining, freedom of speech and association.

### **ILO recommendations and guidance, No forced or child labor**

TOF will follow guidance of the International Labor Organization (ILO) conventions including ILO 169. TOF will in its projects through direct project related activities and/or indirectly through project activities orchestrated those of its partners adhere to national and international labor and worker regulations. Subproject proponent labor practice will be recommended and reviewed against labor guidelines.

### **Committed to environmental conservation, protection and avoiding/minimizing impacts**

TOF applies the precautionary principle and seeks to minimize the environmental impact of its activities. It will promote environmental responsibility.

### **Committed to climate adaptation and minimizing measures**

TOF will aim in its projects, where possible, to introduce and internationally and nationally accepted measures to reduce climate change impacts

### **Committed to gender equality, addressing vulnerability and alleviating poverty**

TOF will aim to foster gender equality in its projects. Projects will nationally, where possible, always work towards inclusion and representation of vulnerable people and the poor in its stakeholders as beneficiaries.

### **Committed to contributing to Sustainable Development Goals (SDG)**

TOF will aim to contribute to SDG in its projects through direct project related activities and/or indirectly through project activities orchestrated those of its partners.

### **Legal compliance**

TOF will comply with applicable laws and regulations in the jurisdictions in which it operates. TOF will respect laws in the country it runs projects and respect all customary laws. TOF will compete fairly across markets.

### **Protecting TOF's information and ideas**

TOF employees will not disclose confidential data such as strategic plans, financial details, information about negotiations, agreements or dealings between TOF and others, employee-related information, trade secrets and similar information from partners or others. (to be expanded)

### **Corruption, fraud and bribery and elite capture**

It is TOF's policy to require that its staff and associated partners observe the highest standards of ethics and not engage in corrupt practice, meaning of offering, giving, receiving or soliciting of anything of value to manipulate the action of public or other officials in order to influence a selection process or the execution of contracts. The fact that bribery may be an accepted local practice in a country does not relieve TOF of its duty to comply with this policy.

TOF staff (permanent/part-time/consultants) may become aware of material information about other companies or partners which is not available to the public and which may be bound to non-disclosure agreements (NDA). The use of such material and/or non-public information by employees for their own financial benefit or that of a family or acquaintance is against TOF policy and a breach of the law.