

# 1 Code of Conduct and Ethics

Justdiggitt makes dry land green again by inspiring and activating farmers in Africa, positively impacting climate change, nature and people. Degraded landscapes are restored by combining traditional techniques with new technology and a strong communication approach. Together with our partners, we create the **Regreen Revolution**, a grassroots movement, based on our learnings and best practices, powered by our network.

Central to achieving this, is a Code of Conduct and Ethics. This document sets out clearly what we expect of our people, of you, and is intended for use by each and every stakeholder; prioritizing and aligning our respective responsibilities to ensure that we collectively adhere to Justdiggitt's core values, for the benefit of each other, our donors, and the wider communities in which we operate.

The **Code** also details the values that we embrace at Justdiggitt on how we interact with the world and amongst ourselves. These values lie at the very heart of how we do things.

Ethical values at Justdiggitt:

- **LEADERSHIP:** We show leadership\_in scaling-up landscape restoration impact by inspiring and activating as many people as possible to regreen (their) land.
- **RESPECT:** We work together and respect each other: not only within our team, but also with our (local) partners; understanding needs, learning from and bringing out the best in each other.
- **INCLUSIVE:** We connect and aim to be as inclusive as possible.
- **CAN DO MENTALITY:** We are positive and have a can-do attitude, attracting like-minded partners to be involved in landscape/ ecosystem restoration to further scale-up landscape restoration impact.
- **PEOPLE FIRST:** We deal with people first, systems second; we empower local farmers and their communities to restore their ecosystems, in this way we can be a catalyst for socio-economic transition.
- **RESPONSIBLE & TRANSPARANT:** We run our programs responsible, our program management approach ensures that programs are run in an efficient, accountable and transparent matter.

Our Code of Conduct guides us in how to apply these values daily. Compliance with this Code is a condition of employment.

## 1. I respect my colleagues

We are a team of professionals, with different expertise and backgrounds. We respect our colleagues and we embrace our cultural differences by turning this into our

strengths. We provide equal opportunities for all employees, regardless of race, color, sex, religion, age or other legally protected status. We maintain a working environment free from any anti-social behavior; you help colleagues if needed; respect each other's opinion and do not do to others anything you would not have them do to you.

2. I respect the society and communities we work with

With our work we inspire, educate and activate farmers and communities, therefore we expect from all our employees to respect local habits and values and their human rights. We engage farmers and local people in our activities and listen to them to fully understand the needs and challenges for their environment.

3. I will do my work in line with the law

We have a zero tolerance against fraud, bribery and corruption<sup>1</sup>.

All contract partners sign a Terms of Funding agreement in which a clause is included that specifies that the agreement can and will be terminated without any notice in case of corruption or misuse of funding.

4. I won't do anything that might negatively affect the reputation of Justdiggit:

a. Acceptance of advantage:

You are not allowed to solicit or accept any advantage from any persons we are having business with (donors, suppliers, partners) in any form (gift, loan, fee or other service). This does not apply for gifts with a value of less than EUR 50. Any gifts offered voluntarily to the staff in their official capacity are regarded as gifts to Justdiggit and they should not be accepted without permission of the MD.

b. Conflict of interest:

A conflict of interest exists if the "private interests" of the staff compete or conflict with the interest of the organization. Private interests include both the financial and personal interests of the staff or those of their connections including family and friends or club and societies they belong to.

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<sup>1</sup> **Definition:** Fraud is a civil or criminal deception, intended for unfair or unlawful financial or personal gain or to cause loss to another party, as for example misappropriation of assets or abuse of position. Bribery and corruption involve the complicit exchange of private gain and abuse of entrusted authority. This includes offering, promising, giving, accepting or soliciting money, a gift or other private advantage as an inducement to, or reward for doing something that's illegal, an abuse of power or authority, a breach of trust or duty, or otherwise improper, in the course of carrying out an organization's activities.

We should always avoid any conflict of interest. If you think you are or will be in a situation that might cause any conflict of interest, you must immediately report this to the MD. The situation will be reviewed, and if needed actions will be taken to overcome any conflict of interest that might affect Justdiggit's reputation. If you misuse your official position for personal gains or to favor your family and friends, you are liable to disciplinary action or even prosecution.

Paid work and activities outside Justdiggit should always be disclosed to the MD.

During the hiring process each Member of the Board of Directors should disclose all (paid) activities that he or she performs next to Justdiggit to the Supervisory Board so they can review all activities and advice about giving up activities that might cause a conflict of interest.

c. Partnerships

Justdiggit doesn't accept donations from, or doesn't engage with individuals, groups or organizations which can seriously harm our reputation, integrity or ability to deliver our strategy or mission.

d. Confidentiality policy:

All information that is not publicly known is confidential information. This can be information relating donors, our program partners, activities etc. Because we have partners with whom we have signed agreements with and with whom we have confidential information. You must always respect this information. Publishing or otherwise sharing this information is not allowed, unless you are specifically authorized to do so.

e. Media inquiries and crisis management:

At times, there may be negative media or publicity that might have damaging effects for our reputation or brand. In this case you don't respond, and instead seek guidance from the Managing Director. If we have been allowed to communicate (according our crisis management policy), you will do so transparently, honestly, and accurately.

f. Social media:

We respect your right to give your opinion, but as Justdiggit creates perception to a broad audience we ask you to:

- Openly and transparently communicate facts and give meaningful and respectful comments. Avoid posting or sharing inaccurate information about our activities. Politely respond to those who disagree and admit your errors.
- Use Justdiggit name and let people know you work for Justdiggit.

g. (Financial) assets:

All transactions of Justdiggitt must be duly recorded to permit preparation of clear financial statements in conformity with the general accepted accounting principles, here RJ650. No false or misleading entries may be made in the books and records for any reason, and no employee may be incased in any arrangement that results in such a prohibited act.

Given the environmental impact and costs we only travel when needed, and during traveling use the most environmental and if possible also the most economical means including public transport when possible. Our carbon emission is compensated in our own programs. Use of paper in the office is limited.

After leaving Justdiggitt (termination of contract) it is for you as an employee forbidden to hold correspondence, documents, or other material that has been provided by Justdiggitt or one of its partners, unless this is needed for the continuation of the function. In case of incapacity for work Justdiggitt might deny access, but not limit you to, your email account, donations platforms and the shared google drive folder.

5. I stay safe and take care that other's around me stay safe too

Justdiggitt has a travel policy in place which is known by each employee. This policy includes preparation, advice and recommendations for traveling to the countries where we operate. Each new employee is trained and informed about this policy. Before traveling to a country, you must inform the Office Manager about your travel plans, your contact persons etc. by submitting the travel forms. These forms are part of the travel policy. We have an international travel insurance for each employee, that supports our employees during traveling.

6. I speak in case of any doubts or if I have any questions

If you have any questions relating this Code of Conduct Human Resource Manual, or any other topic, at the beginning or during your employment, please feel free to raise them.

We hope to create an environment where everyone feels free and supported to speak up. If you witness or have any concern about misconduct or illegal activities that you are aware of, please speak up and in good faith with the MD or any other MT member.