



## Global Code of Conduct Policy

Risk Owner	Global People Director
Approver	People and Culture Committee
Review Date	Every 3 years next due March 2028

### 1. Purpose and Scope of Policy

This Code of Conduct (Code) outlines what is expected of everyone who represents or works on behalf of World Animal Protection. It does not form part of an employee's terms and conditions of employment and may be subject to change in consultation with our recognised or agreed employee representative bodies.

Scope of policy:

- It applies to all employees, agency workers, consultants, self-employed contractors, volunteers, and trustees within World Animal Protection Group Offices whilst ensuring compliance with local corporate law/regulations.
- It is acknowledged that Affiliates will have their own robust policies monitored by their respective independent boards and regulators. However, they are welcome to adopt in part or whole this policy.

### 2. Code of Conduct

This code of conduct overarches all of our policies and procedures which guide conduct and behaviour. It outlines the expectations for behaviour and professional conduct that is expected when working for World Animal Protection. Failure to comply with the code of conduct, World Animal Protection policies and procedures and the terms and conditions of employment may result in action under the relevant disciplinary procedure in the appropriate location or reassessment of your ongoing relationship with World Animal Protection.

### 3. Values and Behaviours

At World Animal Protection everything we do is guided by our values and behaviours and these form part of the Code of Conduct:

- Global – We make decisions and act with a global mindset.
- Diverse and Inclusive – We actively encourage and promote diversity, ensure all voices are heard and are committed to equal opportunities for all.
- Collaborative – We work together and co-create to achieve change at scale.
- Agile – We make change happen in a fast-moving world.
- Growing People – We continually learn and develop.
- Accountable – We are role models. We take responsibility for our actions and encourage others to do the same.
- Courageous – We push boundaries, take risks and set ambitious targets.

### 4. What World Animal Protection Expects

#### 4.1 Professional Conduct and Integrity

Those in the scope of this policy are accountable for their actions and must not abuse the power or trust of their positions. They are expected to uphold the reputation of World Animal Protection, act as role models, and comply with all relevant organisational policies and procedures. They should help prevent and report any criminal or unethical activities that could impact the organisation's work, and must not bring World Animal Protection into disrepute or jeopardise its work in any context, including on social media where local laws do not protect such activities. When travelling on behalf of the organisation, all local laws, customs, and cultures must be respected.

#### 4.2 Treating People with Dignity and Respect

Those in the scope of this policy will respect everyone's human rights, including those who may be more vulnerable, and ensure their relationships are never abusive, exploitative, or corrupt. They will treat all people with dignity and respect, positively encourage diversity, and demonstrate respect for different backgrounds, beliefs, customs, traditions, and ways of life. They must not discriminate, bully, harass, behave inappropriately, or use inappropriate language, including any form of sexual harassment. They are expected to challenge inappropriate behaviour in others and raise such concerns through appropriate channels.

#### 4.3 Conflicts of Interest/Personal Relationships

Those in scope of this policy must declare any personal connections that may create a conflict of interest and ensure they do not gain personal advantage from such connections. They must not offer, promise, give, or accept bribes and must seek prior permission before accepting any external work or consultancy that could create a conflict of interest. They must not allow close personal relationships with colleagues, contractors, clients, customers, donors, or suppliers to influence their conduct at work and must declare such relationships to their line manager, local HR contact, or a senior manager. They must also ensure they do not hold line management responsibility or managerial authority over anyone with whom they have a close personal relationship.

#### 4.4 Protection of Resources and Information

Those in scope of this policy must use World Animal Protection's information, funds, and resources responsibly and confidentially. They must not commit any financial impropriety, including fraud, bribery, corruption, or money laundering, and are responsible for ensuring value for money by using organisational funds and resources cost-effectively. They must not disclose any private or confidential information about World Animal Protection, its employees, or donors unless required by their role or by law.

#### 4.5 Health & Safety

Those in scope of this policy must comply with all health, safety, and security requirements at their workplace and while travelling on World Animal Protection business. They must not behave in ways that put themselves, colleagues, or others at risk without considering appropriate mitigating factors.

### 5. Reporting Breaches

If potential breaches of this Code of Conduct become known, these should be reported to either a line manager or International People Partner. Any potential breaches by a Trustee should be reported to the Director of Governance and Legal Services.

World Animal Protection is committed to protecting the rights of individuals who report issues, ask questions about our organisational practice or who cooperate in an investigation into a breach of this Code of Conduct.

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