

# Code of Conduct



ASK A QUESTION OR  
REPORT A CONCERN

PEOPLE AND NATURE THRIVE WHEN WE...

RESPECT EACH OTHER

RESPECT THE WORLD AROUND US

ACT WITH INTEGRITY

SAFEGUARD OUR REPUTATION

OUR COMMITMENT



© JEROD FOSTER Conservancy staff members Sonia Najera and Aaron Tjelmeland review preserve plans. The Brazos River Preserve is 176 acres and located in Brazoria County, Texas, USA along the river. The Columbia Bottomlands-Brazos River Project seeks to bring public and private partners together to conserve the river and the abundant life it supports.

## Respect Each Other

PEOPLE AND NATURE THRIVE WHEN WE...

### BEHAVE Professionally and Respectfully

At TNC, we understand that the way we behave drives the ultimate success of our mission. We do our best work when we treat one another with respect. TNC will not tolerate unprofessional behavior, harassment, bullying or mistreatment in our workplace—no matter where we are or what we do for the organization. That expectation extends to events, social outings, field work, and other activities, such as social media, in which we may be involved on behalf of TNC.

#### AT TNC, WE...



Treat every person with **consideration, professionalism and respect.**



Watch for inappropriate behavior and **speak up** if we see it.



**Think** about how our actions impact others and **learn to recognize** and **disrupt biases** related to stereotypes around our differences.

*The Code applies worldwide to all TNC staff. It also applies to board members, trustees, donors, and volunteers at all TNC programs, business units, and affiliates when working for or with TNC. Everyone acting on behalf of TNC must comply with this Code, as well as all applicable laws, rules, regulations, and TNC Policies and SOPs. We expect third parties and partners with whom we do business to conduct themselves in ways that are consistent with our Code. Our policies and values are more protective than the laws and customs in certain countries. In those cases, those of us who work for or with TNC will be held to the higher standards set forth in this Code.*

#### VALUES IN ACTION

No matter where we are located, what we believe or how we contribute to TNC, we all deserve to be treated with kindness and consideration. Disrespect, bullying, and intimidation have no place here.

#### A CLOSER LOOK

TNC is committed to a workplace where everyone is treated with dignity, courtesy, and respect. We disagree productively by separating ideas from identity. We give credit where it is due. We allow each other to learn and grow from mistakes. Unprofessional and disrespectful behavior can disrupt our workplace, interfere with achieving our mission and impact personal health.

Generally, sexual harassment includes unwelcome conduct. It can be physical, written, or oral, overt or subtle. It can be any action of a sexual nature that a person finds intimidating, hostile, or offensive.

#### Some examples of unacceptable behavior include:

- Verbal or non-verbal conduct that intimidates, threatens, humiliates or demeans another person.
- Actions or statements that exclude or divide people because of their differences. Sending or discussing inappropriate emails, pictures, or messages.
- Excessive alcohol consumption.
- Spreading gossip or rumors.
- Unwelcome physical contact or physical intimidation, including those of a sexual nature.
- Jokes or conversations that include sexual innuendo.
- Repeated requests to spend time out of the office together.
- Giving favors or opportunities in exchange for sexual relations.