



Code of Conduct – Summary of Key Policies

TFO Canada is committed to the highest ethical and professional standards. As an international non-governmental organization, we conduct business with honesty, integrity and in compliance with all applicable laws.

We have developed and implemented these key best practice policies to ensure we meet and often exceed our statutory obligations. The following is a summary of policies that make up our code of conduct.

Safeguarding

TFO Canada is committed to ensuring the safety and welfare of all individuals either delivering or benefiting from our projects. TFO Canada has a moral, ethical and legal responsibility to its personnel, beneficiaries and clients to ensure that it upholds a zero-tolerance approach to sexual exploitation, abuse and harassment. We investigate such incidences promptly and thoroughly and take firm disciplinary action accordingly.

Environment

We consider the environmental impact of all our activities and operations. All our activities are conducted with due consideration of potential environmental impacts of our work and proper steps are taken to ensure any negative impacts are reduced. We aim to prevent any environmental damage, reduce pollution, minimize resource usage and ensure the overarching themes of sustainable development are integrated company wide.

Child Protection

Our organization is committed to ensuring that its services, activities and operations are conducted in a manner that upholds the international principles of child protection and children's rights in accordance with the UN Convention on the Rights of the Child. We protect children from exploitation and abuse in the implementation of our projects.

Duty of Care

TFO Canada is committed to the legal and ethical obligation of "Duty of Care", ensuring that our personnel (including our employees, sub-contractors or agents) and other parties are ensured a reasonable standard of care is provided to prevent foreseeable harm. TFO Canada actively takes responsibility for the safety and well-being of our personnel, and any third parties affected by our

activities, including appropriate security arrangements. TFO Canada achieves this through applying Canadian, our client's or relevant national health and safety laws.

Anti-corruption and fraud

Wherever it exists, corruption undermines the health and credibility of social, economic, and democratic institutions. TFO Canada considers corruption a major constraint on development in many countries. We take the necessary steps to eliminate any form of corruption from our practices including, but not limited to, criminal offences, official misconduct, bribery, blackmail, unauthorized use of confidential information, fraud, and theft.

Intellectual property

We take the intellectual property rights of others seriously and require our partners and project beneficiaries do the same. This is reflected in the agreement and contracts that we sign. Any new technical information, documentation and prototypes that are produced in the performance of work as part of a TFO Canada project shall vest in and remain our property. Contracted parties may also make use of TFO Canada's resources in connection with their work associated with one of our projects. Any distribution of these materials must be approved in advance by TFO Canada.

Conflicts of interest

Personal interests or relationships should not influence one's ability to make honest and ethical business decisions in the best interests of TFO Canada. A conflict of interest can happen when a judgment could be influenced, or might appear to be influenced, by the possibility of personal benefit. Every employee, consultant, associate, volunteer at TFO Canada adhere to our conflict of interest guidelines by signing their commitment to this policy.

Gender Equality and Social inclusion

TFO Canada is firmly committed to advancing gender equality and the empowerment of women and girls, while practicing and promoting non-discrimination of all kinds. We are taking numerous steps to support gender equality and social inclusion across all of our projects and operations. We support the promotion and achievement of equality between girls and boys, men and women, irrespective of sex, age, religion, race, ethnicity, sexual identity, economic status, or ability/disability.

To report an incident or to obtain the most recent version of our code of conduct, please contact us at info@tfoCanada.ca .

Related Policies

Code of Ethics and Conduct

Gender Equality and Social Inclusion

Safeguarding and Prevention of Sexual Exploitation and Abuse

Environment and Climate Change

Business Expectations

Travel Policy

Anti-Harassment

Complaint Resolution and Grievance

Progressive Discipline Procedures