

Institutional Code of Conduct





Photo: Reginaldo Ferreira



Wildlife Research and Environmental Education Society - SPVS

SPVS is dedicated to nature conservation by protecting native areas, promoting education for nature conservation and developing models for the rational use of natural resources.



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OVERVIEW

SPVS ('Wildlife Research and Environmental Education Society'), a third-sector institution recognized as a Civil Society Organization of Public Interest (OSCIP), strives to achieve the highest standards of environmental, social, and economic responsibility in all its procedures, partnerships, and projects through ethical, transparent, and responsible conduct.

This 'Institutional Code of Conduct' has been established to outline SPVS' perspectives regarding the conduct of its employees and partners, ensuring that these standards are understood and upheld in the execution of all its projects and activities.

SPVS reaffirms its commitment to environmental responsibility and recognizes social and economic responsibility as an intrinsic part of all its operations. Together, they must minimise adverse effects on society, traditional communities, minorities and natural resources, safeguarding health and safety, while also ensuring effective use of the financial resources invested in their activities to the best of their ability in order to maximise results.

All dimensions of ethical behavior discussed here stem from universal values such as respect, justice, loyalty, reliability, truthfulness, and the principle of treating others as we wish to be treated. These align with the goals and principles outlined in established national and international agreements.



Photo: Gabriel Marchi

Environmental Conduct

SPVS' mission is to work for nature conservation through the protection of native areas, environmental education activities and the development of models for the rational use of natural resources.

It encourages employees and partners to manage their activities responsibly regarding risks and environmental impacts. Additionally, it promotes a preventive approach in its operations and a holistic perspective of the entire system.

In this context, it develops innovative tools and mechanisms aligned with its mission, prioritizing the maintenance of biodiversity and raising awareness among society, employees, and partners about the rational and efficient use of natural resources. It encourages compliance with current environmental legislation and advocates for the development of new public policies to ensure the effective conservation and protection of these resources.

Social Conduct

SPVS is committed to defending human rights and expects its employees to support and protect them, both in the workplace and in their external activities, particularly those that directly involve communities. All employees and partners must be treated equally, with respect and dignity, regardless of gender, social class, race, or color.

- **Human Rights:** SPVS does not use or promote slave, forced, or involuntary labor in its activities, nor does it engage in any form of child labor. The organization guarantees decent working conditions for its employees, collaborators, and partners, including subcontractors and consultants. We provide a suitable workplace, transportation, accommodation, food, and hygiene.

We prohibit any form of threat, coercion, or physical, verbal, or psychological violence, and we explicitly prohibit moral and sexual harassment in our institutional activities. We do not tolerate any abuse of power or exploitation of individuals due to their vulnerability. We value healthy relationships among employees and partners.

Whenever necessary, administrative procedures are implemented to investigate and monitor any violations of the principles outlined above, thereby restoring institutional trust.

- **Labor Rights:** SPVS operates in accordance with current labor legislation, ensuring that its employees and subcontracted consultants receive all their entitled labor rights. We adhere to established contractual obligations and comply with collective bargaining agreements and conventions.
- **Training:** SPVS provides training programs for its employees to ensure they can perform their assigned duties safely and with high quality, including an emphasis on the principles and standards outlined in this Code of Ethics. In addition, SPVS prioritizes training for all individuals involved in its projects on topics that align with its mission.

- **Society:** In its work within the municipalities of Antonina-PR and Guaraqueçaba-PR, SPVS prioritized hiring and training local community members to ensure their involvement in its activities, thereby promoting social inclusion. The organization encourages and prioritizes the hiring of local labor in the municipalities where its projects operate, while also fostering knowledge exchange between different social and professional classes.

Personal and Professional Conduct

All employees must act in the best interests of SPVS and the beneficiaries of our projects, avoiding activities that are incompatible with this Code. Any facts or information, particularly confidential information, accessed through their work must be kept confidential. Employees are also expected to uphold the company's positive image and that of its representatives, both inside and outside the workplace.



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Core Values

SPVS adopts the following core values in carrying out its activities:

- **Integrity:** acting with honesty and transparency in all interactions. Maintaining ethical standards in all activities undertaken.
- **Respect:** respecting the diversity of perspectives, cultures and opinions. Treating all people with dignity and consideration, as our Diversity Policy also states.
- **Responsibility:** Fulfilling our obligations and taking accountability for our actions while continuously seeking ways to improve and evolve in the face of adversity.
- **Collaboration:** promoting a collaborative and inclusive working environment. Working in partnership with other organisations and public authorities to achieve common goals.

Diversity and Inclusion

- SPVS recognizes and values diversity as a fundamental pillar of a healthy working environment. Our goal is to objectively foster a structure that promotes the inclusion of gender, LGBTQIA+ individuals, race, people with disabilities, and all social classes in the workforce.
- We recognize that diversity not only enriches our organizational culture but also drives overall innovation and growth. Therefore, it is essential to promote and value diversity and inclusion to create a truly heterogeneous and cohesive environment that is closely connected to the country's social, political, and economic realities.
- SPVS disapproves of and condemns all forms of discrimination, prejudice, and harassment. We strive to implement measures that ensure diversity and inclusion in the workplace, providing equal access, retention, and opportunities across all areas and positions for all professionals. Our Diversity and Inclusion policy includes this information: [click here](#).



Economic Conduct

In its activities, SPVS ensures the effective use of economic resources invested in its projects to assure funders of the economic viability of its operations. This guarantees the full execution of the necessary resources committed in its contracts and agreements, fostering public trust in the management of the assistance received for its activities and reaffirming the reputation of its partners. Through its Manual of Procedures and Normative Instructions, SPVS establishes guidelines for all internal and external employees, ensuring transparency in all its operations and activities.

- **Legal Compliance:** SPVS adheres to all current legislation applicable to its activities. It also conducts independent external accounting audits annually to ensure the reliability of its processes.
- **Performance:** SPVS believes it is essential to fulfill its contractual obligations to carry out all activities on time and ensure technical quality in achieving the proposed results, thereby enabling upward scaling of its initiatives. The organization also values the proper allocation of the financial resources raised, optimizing and expanding its outcomes.

SPVS protects and ensures the security of all confidential institutional information, as well as that of its employees and partners. The organization safeguards confidential information by only disclosing what has been agreed upon with the relevant parties. Additionally, SPVS does not misuse the names or logos of its partners and actively prevents the misuse of its own name and brand.

- **Anti-Corruption:** SPVS does not tolerate any form of bribery or corruption in its business activities. The organization complies with all applicable anti-corruption legislation and fully embraces this position as a condition for negotiating and establishing relationships with its partners.

In its relations with Public Administration, SPVS prohibits any actions that may fraudulently circumvent or hinder the competitive nature of procurement procedures or public contracts, including any modifications or extensions to the agreements.

Additionally, we promote the implementation of appropriate policies, processes, and training to prevent bribery and corruption by our directors and employees.

- **Reporting Channel:** When there is a well-founded suspicion of a violation of this Code of Ethics or current legislation, we encourage spontaneous reporting by any employee or external parties through this channel or by emailing rh@spvs.org.br.

The confidentiality of the identity and the secrecy of the information submitted by the reporting individual in good faith is guaranteed. Complaints submitted through the SPVS website may be made anonymously, and the IP address of the complainant's computer will not be tracked.

To effectively address the reported misconduct, it is recommended that the accusation include the names of those involved and a clear, detailed description of the facts, allowing for a thorough investigation.

- **Privacy and Personal Data Protection:** SPVS respects the fundamental rights to freedom and privacy of its employees, benefactors, and all individuals who interact with us.

Personal data is processed in accordance with the Brazilian General Data Protection Act (No. 13,709/2018) to protect against unauthorized access and accidental or unlawful destruction, loss, alteration, or disclosure of information.

SPVS recommends reading our Privacy and Personal Data Protection Policy for more details on how we respect your privacy, available on our website ([click here and read the full text](#)).

Continuous improvement

SPVS publicly declares its commitment to the principles outlined here, whether in environmental, social, or economic areas. We also guarantee that the provisions of this Code will be continuously updated to ensure ongoing improvement in monitoring its employees and upholding the ethical duties established by the organization.

Periodic training sessions are provided for SPVS employees to ensure that everyone is aware of and promotes the dissemination of our Ethical Principles. Additionally, all new staff members will receive a copy of our Code of Ethics after signing an agreement to acknowledge their understanding of its contents.



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