



ECOSYN FOUNDATION

FOUNDATION GOVERNANCE DOCUMENT

CODE OF CONDUCT

Integrity, ethics and professional behaviour standards

Version 1.0 | Board adoption draft
The Netherlands | 14 June 2026

Document Control

Document title	Code of Conduct
Organization	ECOSYN Foundation
Document owner	Board of Directors / Compliance Lead
Version / status	Version 1.0 / Board adoption draft
Date	14 June 2026
Governing framework	Applicable law, the Articles of Association, board resolutions and internal policies of the Foundation.

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1. Purpose and scope

This Code of Conduct sets the standards of behaviour expected from everyone acting for or with ECOSYN Foundation. It removes references to diplomatic status, immunity and avoidance of penalties and replaces them with lawful foundation-governance standards.

- 1.1** The Code applies to board members, officers, employees, volunteers, representatives, members where applicable, project participants, consultants and collaborators when acting for, representing or interacting with the Foundation.
- 1.2** The Code applies during official activities, events, field work, online communication, public statements, travel, project delivery and private conduct that may reasonably affect the Foundation's reputation.
- 1.3** The Code is read together with the Articles of Association, conflict-of-interest rules, financial rules, privacy policy, security rules and other internal policies.

2. Fundamental principles

- 2.1** Legality: Everyone covered by this Code must comply with applicable laws, regulations, permit conditions, contractual obligations and lawful instructions.
- 2.2** Integrity: Foundation status, documents, titles, access, funds, contacts or influence must not be used for personal gain, unlawful advantage or avoidance of responsibility.
- 2.3** Independence: The Foundation must remain independent from improper political, commercial, religious or personal influence.
- 2.4** Transparency: Decisions, finances, partnerships and public communications must be handled honestly and with appropriate records.
- 2.5** Respect: All persons must be treated with dignity regardless of nationality, language, culture, religion, belief, disability, age, gender, social background or other personal characteristics.
- 2.6** Accountability: Individuals are responsible for their actions and must cooperate with reasonable inquiries, audits, incident reviews and disciplinary procedures.

3. Professional conduct

- 3.1** Representatives must act honestly, courteously and professionally in meetings, correspondence, public appearances and online interactions.
- 3.2** Harassment, intimidation, discrimination, bullying, threats, aggressive behaviour and abuse of authority are prohibited.
- 3.3** No person may falsely claim authority to bind the Foundation, approve funds, issue instructions, grant status or represent the Foundation unless properly authorized.
- 3.4** Official documents, badges, certificates, titles, access credentials and letterheads may be used only for authorized Foundation purposes.
- 3.5** Public officials, law-enforcement authorities, partners, donors, beneficiaries, journalists and citizens must be treated respectfully and truthfully.

4. Conflicts of interest and anti-corruption

- 4.1** Actual, potential or perceived conflicts of interest must be declared promptly and recorded.

- 4.2** A conflicted person must not participate in decisions where the conflict could improperly influence the decision, unless the competent body determines that safeguards are sufficient.
- 4.3** Bribery, kickbacks, facilitation payments, secret commissions, improper gifts and improper influence are prohibited.
- 4.4** Gifts, hospitality and travel support may be accepted only where modest, lawful, transparent, proportionate and not capable of influencing a decision.
- 4.5** Procurement, grants, partnerships and employment decisions must be made on documented and objective grounds.

5. Use of funds and assets

- 5.1** Foundation funds, vehicles, devices, accounts, data, documents and other assets may be used only for approved Foundation purposes.
- 5.2** Personal expenses may be reimbursed only where properly authorized, documented, reasonable and connected to Foundation activity.
- 5.3** Loss, misuse, suspected theft or unauthorized access to Foundation assets must be reported without delay.
- 5.4** No individual may receive personal financial benefit from the Foundation except lawful remuneration, reimbursement, grant, beneficiary support or contract payment approved under the applicable rules.

6. Confidentiality and data protection

- 6.1** Confidential information, personal data, donor information, beneficiary information, contracts, security information and internal decisions must be protected.
- 6.2** Information may be disclosed only to authorized persons and only for legitimate Foundation purposes.
- 6.3** Documents and data must be stored, transmitted and deleted in accordance with Foundation instructions, retention rules and applicable data-protection law.
- 6.4** Unauthorized disclosure, careless sharing, private copying or use of Foundation data for private purposes is prohibited.

7. Communication and digital behaviour

- 7.1** Only authorized persons may make official public statements on behalf of the Foundation.
- 7.2** Personal opinions must not be presented as official Foundation positions.
- 7.3** Social-media use must not damage the Foundation's reputation, reveal confidential information, harass others, spread false information or imply unauthorized endorsement.
- 7.4** Foundation email, websites, messaging accounts and online platforms must be used responsibly, securely and lawfully.

8. Reporting concerns and protection from retaliation

- 8.1** Concerns about unlawful conduct, corruption, financial irregularity, safety risk, safeguarding risk, data breach, harassment or serious policy breach should be reported promptly.

- 8.2** Reports may be made to the Board, designated compliance contact, supervisor or another authorized channel.
- 8.3** Retaliation against a person who reports a concern in good faith is prohibited.
- 8.4** Knowingly false, malicious or abusive reports may lead to disciplinary action.

9. Sanctions and corrective measures

- 9.1** A breach of this Code may result in guidance, written warning, training requirement, restriction of duties, removal from a project, suspension, termination of role or membership, claim for recovery of losses or referral to authorities.
- 9.2** Measures shall be proportionate to the seriousness of the breach, harm caused, intent, cooperation, previous conduct and legal obligations.
- 9.3** Serious misconduct, including fraud, violence, harassment, corruption, deliberate misuse of funds, data theft or impersonation of authority, may result in immediate suspension while the matter is reviewed.

Final Statement

This document is intended to be adopted, amended or withdrawn by the competent body of ECOSYN Foundation. If any provision conflicts with mandatory law, the Articles of Association or a valid board resolution, the stricter or higher-ranking rule shall prevail.

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