



Forests & Wetlands Consulting

Conseils - Etudes - Projets Verts - Réalisations - Formations

Service de qualité pour un environnement sain pour tous

Quality Services for Clean Environment for all

Code of Conduct

FORESTS & WETLANDS CONSULTING

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Act with integrity.

Be honest.

Follow the law.

Comply with the Code.

Be accountable.



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PREAMBLE

The following Code of Conduct stipulates our consultancy firm's values and the minimum standards of good practice required of us in our dealings within the consultancy firm and with external parties maintaining relationships with our consultancy firm. These Guidelines are also designed to uphold the quality of service, fidelity to the client, transparency, objectivity, social and environmental responsibility, fairness of competition and high reputation of the consultancy firm. We shall not violate the laws of the country and/or the rules regulating our consultancy firm's business. Whenever our attention is drawn to any inadvertent violation of the law by this code, the necessary amendments shall be made immediately.

SCOPE

The scope covers a wide range of business practices and procedures. It does not cover every situation that may arise, but it sets out basic principles to guide the actions of all employees of the consultancy firm. Those who violate the standards in this code will be subject to disciplinary action which may include termination of employment or service. This document describes the common ethical standards, policies and procedures of the consultancy firm. These standards relate to or not limited to:

1. Compliance with Laws, Rules and Regulations
2. Professionalism and Ethics
3. Quality
4. Integrity and Objectivity
5. Fair dealing
6. Confidentiality
7. Conflict of Interest
8. Environment, Health and Safety
9. Human Rights and workplace
10. Record Keeping
11. Finance
12. Cooperation with regulatory bodies
13. Whistleblowing
14. Sanctions

EXPECTATIONS & APPLICATION OF THE CODE

- **All employees, workers, and consultants**

Any person having a working relationship with the consultancy firm shall comply to the laws, rules and regulations of the country and with the consultancy firm Code of Conduct. Good judgment at all times is key to avoid improper behavior and actions. In case of uncertainty, actions shall be evaluated on the following principles: legal, ethical, compliant to the consultancy firm Code of Conduct, damageable for the consultancy firm image or reputation and me.

- **The Managing Team**

The managing team shall promote a culture of compliance and ethic at any time. They shall embody appropriate conduct at any time. They shall equally ensure that:

- i) People under their responsibility understand and comply to the Code of Conduct

- ii) Open discussion takes place in order to embed appropriate behavior within the consultancy firm
- iii) People can freely raise concerns without fear of sanctions or retaliation
- iv) No employee acts or behaves contrary to the consultancy firm Code of Conduct

ADMINISTRATION OF THE CODE & DISCIPLINARY ACTIONS

- For any violation of the code, the consultancy firm reserves the right to take disciplinary actions that may result in loss or reduction of increase, bonus or award and termination of contract
- The disciplinary decision taken shall be communicated in a written format to the violator and placed in his personal file.
- All the code violation shall be communicated to the Management
- The Code of Conduct will be referenced in all employees, consultants and working personnel contracts.

1) COMPLIANCE WITH LAWS, RULES AND REGULATIONS

Obeying the rules and regulations both in spirit and in letter is the foundation upon which the consultancy firm's ethical standards stand. All employees of the consultancy firm must respect and obey the laws of the country. It is the responsibility of Managing Team to disseminate the applicable rules and at all employees are made aware. To be proactive in taking positive measures to ensure the avoidance of any violations to the consultancy firm's regulations. To protect the identity and security of employees that report any suspected violation and to give protection to those employees to avoid acts of revenge from anyone.

2) PROFESSIONALISM AND ETHICS

The consultancy firm's business shall be performed in accordance with sound professional standards. The consultancy firm shall at all times maintain the highest ethical standards in the professional work undertaken and, in matters relating to a client's affairs, act solely in the interests of the client. The consultancy shall not do anything likely to lower the status of the consultancy firm. The consultancy firm undertakes that it shall not at any time or for any purpose misrepresent itself by the use of any title, symbol or form of words whatever in order either to lend false authority to its representatives or to mislead clients. We will respect the intellectual property rights of our clients, other consulting firms, and sole practitioners and will not use proprietary information or methodologies without permission. We will not advertise our services in a deceptive manner and will not misrepresent the consulting profession, consulting firms, or sole practitioners.

3) QUALITY

The consultancy firm shall only accept work for which it is qualified and has the capacity to undertake, provided it may enter into alliances to acquire such competence and organization. The consultancy firm, prior to undertaking a client assignment, shall define in writing the scope, extent and the manner in which it will undertake the project. More importantly, the consultancy firm will establish a mutual understanding with clients about the objectives, scope of work, and work plan as well as realistic expectations about the results of the services to be rendered

before accepting any assignment. If changes in the scope of work arise during the course of the assignment, negotiate adjustments in good faith. The consultancy firm will not accept an assignment with a scope so limited that the consultancy firm is aware that the client will receive either ineffective advice or advice so incomplete, that he needs to seek further advice. In situations where the consultancy firm wishes to employ the assistance of another organization and/or person not linked with the consultancy firm to assist in undertaking the clients project: It shall inform the client and obtain his acceptance by formal agreement; Ensure that the partners' work is verified and that they operate to those standards set out in this Code of Conduct; Support partners to the same extent as if they were part of the consultancy firm. The consultancy firm will ensure that its quality control procedures are adhered to at all time during the assignment. The consultancy firm shall pay particular attention to the maintenance of quality records, the client perspective and joint evaluation at the end of the assignment.

4) INTEGRITY AND OBJECTIVITY

We shall maintain the integrity expected of all employees of the consultancy firm. In every customer relationship and in our relationship with each other, it is essential that all employees or consultants shall:

- Not knowingly misrepresent facts;
- Reach conclusions, form opinions and make recommendations dispassionately without regard to personal bias or personal economic considerations
- Not use an identified weakness in the system and take advantage of it
- Be cautious with the use of consultancy firm resources and assets and make sure they are not used for personal benefits or at the expense of the consultancy firm, unless duly approved by the management.
- Never falsify a document in any situations
- Not engage in personal activity during office hours or that will impair their result on the job
- Not be involved in insider trading or use consultancy firm non-public information to gain a personal benefit

5) FAIR DEALING

Every employee or consultant shall endeavor to deal fairly with consultancy firm's clients, suppliers, competitors and employees. No employee shall take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts or other sharp practices.

6) CONFIDENTIALITY

Confidential information comprises: technical information about products or process, pricing, costs, contracts, strategic and business plans, marketing or service strategies, employee information. Employees shall not, except as authorized by their duties, reveal to any person or organization any confidential information, trade secret or operation process concerning the consultancy firm's business, finances, transactions or affairs which may come to their knowledge whilst employed by the consultancy firm.

Directors, Employees and consultants shall maintain the confidentiality of information entrusted to them by the consultancy firm or any other confidential information about the consultancy firm that comes to them from whatever source.

Every circular, memorandum, report, data, program, letter or any other document or information of the consultancy firm which may be in the possession of an employee in the course of his employment shall remain the property of the consultancy firm, and the employee shall not use or be permitted to use any such document or information otherwise than for the benefit of the consultancy firm.

Directors, Employees and consultants are obligated to protect the consultancy firm's non-public information at all times, including outside of the workplace and working hours, and even after employment ends.

The consultancy firm shall also not disclose, or permit to be disclosed, confidential information concerning the client's business and staff.

7) CONFLICT OF INTEREST

A conflict of interest arises when the employee, contractor or consultant personal benefit is conflicting /interfering with the consultancy firm benefit. This situation may prevent the person to act to maximize the consultancy firm's interest. Specific care should be taken when dealing with outside parties, contractors and any similar situation.

All employees, interns, contractors and consultants shall sign a **DECLARATION OF RELATIVES AND NON CONFLICT OF INTEREST FORM**, to inform the management if they are in such a situation. The **DECLARATION OF RELATIVES**, informs the consultancy firm of any family link with one or several employees of the consultancy firm. A relative is: *A spouse, parent, sibling, grandparent, child, grandchild, mother- or father-in-law, or same or opposite sex domestic partner are all considered relatives. Also included is any family member who lives with you or who is otherwise financially dependent on you, or on whom you are financially dependent.* Even when dealing with family members beyond this definition, or with other personal relations, take care to ensure that your relationship does not interfere, or appear to interfere, with your ability to act in the best interest of the consultancy firm. Should there be any change in the above circumstances, which could potentially lead to a situation of conflict of interest; it is the duty of the employee, intern, contractor or consultant to bring this to the attention of the management.

8) ENVIRONMENT, HEALTH AND SAFETY

The objective of the consultancy firm is to secure the health and safety of all employees at work and to minimize risks to health and safety that may arise out of the consultancy firm's activities.

The consultancy firm's responsibilities include: providing a safe working environment at all times, training employees to use and observe safe working practices, ensuring that the health and safety policy is enforced at all times by monitoring the workplace and work practices.

Every employee must be acquainted with all EH & S policies, procedures and practices; take responsibility for his personal health and safety and that of other employees; and strictly follow all safety regulations and practices. He must also identify hazards, assess risks and if possible, take corrective action and bring the matter under management attention, report E,H&S incidents without delay (such as spills, non-compliant emissions, occupationally related injuries and illnesses etc.) to management for them to investigate and initiate corrective and preventive measures and to use personal protective equipment always and correctly.

All employees of the consultancy firm shall refrain from exhibiting violent and threatening behavior. Employees should report to work in conditions to perform their duties, free from the influence of illegal drugs or alcohol. The use of illegal drugs or alcohol in or outside the workplace will not be tolerated.

9) HUMAN RIGHTS AND WORKPLACE

In many ways, our workplace is our second home, where all of us wish to be treated with respect. Respect is crucial to a harmonious workplace, where the right of employees is defended, and where their dignity is affirmed, free of intimidation, discrimination or coercion of any kind.

The firm strives to maintain a work environment where the personal dignity of each individual is respected. The consultancy firm does not allow discrimination or harassment based on gender, race, and religious belief or on any personal characteristics protected by law. The firm does not approve the use of inappropriate language in the workplace, such as profanity, swearing, vulgarity or verbal abuse, does not allow coercion or intimidation.

The firm is unmistakably opposed to forced or child labor. The consultancy firm respects employees' rights with respect to employment matters. Whilst the consultancy firm will advocate its position in a fair and legal manner, it recognizes the right of employees to organize legally and bargain collectively.

10) RECORD KEEPING

All consultancy firm business records and financial transactions are to be correctly recorded. These include not only financial accounts, but other records such as quality reports, time records, expense reports etc. Financial accounts and accounting procedures have to be supported by the necessary internal controls. In turn, all consultancy firm's books and records must be available for audit. Employees must not create or participate in the creation of any records that are intended to conceal anything that is improper, make unusual financial arrangements with a client or supplier for payment on their behalf to a party not related to the transaction. Suspected breaches of financial policy, which directly or indirectly affect firm's business, must be reported and investigated.

11) FINANCE

The consultant and the client agree on the terms of the contract and in particular on the method of calculating the fees due. We will independently agree in advance on the basis of our fees and

expenses and charge fees and expenses that are reasonable, legitimate and commensurate with the services we provide and the responsibility we accept. We will disclose in advance to our clients any fees or commissions we receive for equipment, supplies or services we recommend to our clients. We will not accept commissions, compensation, or other benefits from a third party in connection with recommendations to a client without the prior knowledge and consent of that client, and we will disclose in advance any financial interest in goods or services that are part of those recommendations.

These provisions are the same when the client is brought in by an outside consultant who works with the name of the consulting firm as part of his or her consultation. In this case, the consulting firm will first review the draft contract before giving its written authorization, depending on the purpose and scope of the assignment. The consultant will be asked to pay a commission on the use of the name of 10% of the amount excluding taxes of the contract, half of which will be paid before the written agreement of the firm's promoter.

During the execution of the assignment, the external consultant will be responsible for taxes arising from the contract and will be required to provide the firm with information on the level of progress, as well as a copy of the deliverables made available to the client for archiving as additional experience. The firm reserves the right to review the quality of the outside consultant's work to preserve its reputation.

The outside consultant will be required to comply with all applicable laws and regulations, as well as this code of conduct during the performance of the engagement.

12) COOPERATION WITH REGULATORY BODIES

All employees of the firm shall cooperate fully with persons charged with conducting any criminal or regulatory investigations.

13) WHISTLE BLOWING

Employees are encouraged to report anonymously any unethical practice. If any employee discovers any act of fraud, extortion or sabotage committed by any person whatsoever, and promptly reports this discovery to management, the whistle blower will be rewarded with up to 10% of the anticipated value of the fraud recovered as determined by management.

The consultancy firm pledges to protect the identity of the whistle blower at all times. If an employee is facing a situation where he/she is not able to decide whether he/she is facing an infringement or not, he/she can refer to any member of the managing team.

14) SANCTIONS

Any employee who does not comply with the code or who holds back information during the course of an investigation into a possible violation is subject to disciplinary action up to and including dismissal. Depending upon the nature of the non-compliance, the consultancy firm may have the legal obligation to report the non-compliance to the appropriate authorities.

