

Code of Conduct
by
International Committee for Animal Recording (ICAR)

GENERAL

ICAR employees, ICAR directors and ICAR contractors must commit themselves to compliance with laws and regulations and ethical integrity at all times. The activities of and for ICAR must be conducted in a transparent, honest manner, in good faith and in full compliance with the rules. They are obliged without any distinction or exception to respect the principles and contents of this Code of Conduct in their actions and conduct, in the performance of their duties and in accordance with their responsibilities.

ANTI-CORRUPTION

Bribery and abuse of power do not fit ICAR values and norms. ICAR subscribes to and closely monitors prescribed European laws. All relevant parties with whom ICAR cooperates, including its own employees and directors, must perform tasks according to rules and guidelines that prevent bribery from occurring in transactions. In addition, ICAR asks all employees to immediately report any suspicion of corruption or abuse of power to ICAR's Chief Executive. ICAR guarantees protection to individuals who wish to report unacceptable behaviour. ICAR works with company auditors to ensure that all legal or financial obligations are met.

GIFTS & INVITATIONS

Employees, board members and contractors of ICAR may not receive gifts, nor invitations, which may influence or be perceived as intended to influence his or her judgement towards the parties with whom ICAR works (suppliers - clients). Employees, board members and contractors of ICAR must not receive gifts, nor invitations, which may influence or be perceived as intended to influence his or her judgement towards the parties with whom ICAR works (suppliers - clients). Gifts, given out of pure courtesy, are acceptable if within the bounds of what is acceptable (both legally and in terms of business). However, cash donations are never acceptable. ICAR employees are not allowed to receive gifts at private addresses.

ANTI-COMPETITION

ICAR, all parties involved, including its own employees, must act in accordance with the principles of fair competition as stipulated by law, without causing harm to ICAR and/or other parties. Both during the term of the employment contract, the board membership or the assignment and after its termination, it is prohibited to perform or cooperate in acts of unfair competition.

CONFIDENTIALITY

ICAR employees, board members and contractors undertake to observe the confidentiality of information of which they know or should know that it must remain confidential, both during their employment contract or board membership or assignment respectively and after its termination. For this reason, it is expressly prohibited to distribute _____ (explicitly named information) directly or indirectly to anyone or to use it for personal advantage. This list serves as an example and is not exhaustive. Any failure to comply with this obligation may lead to (immediate) termination of the relationship with ICAR. ICAR also reserves the right to claim damages where appropriate.

CONFLICT OF INTEREST

Employees, board members and contractors of ICAR may not serve multiple interests that may influence each other in such a way as to compromise integrity with regard to the interest of one or the interest of the other.

NON – DISCRIMINATION

ICAR employees, ICAR directors and ICAR contractors respect equal rights and obligations, in a discrimination-free environment. Employees are treated fairly and with dignity. Staff members shall act in a courteous, objective and impartial manner in all circumstances. ICAR does not discriminate in recruitment and hiring, including pay, benefits, promotions, disciplinary measures, on the basis of race, religion, age, nationality, social or ethnic origin, sexual orientation, gender, political beliefs or disability.

WHISTLEBLOWERS

ICAR will not tolerate retaliation against anyone who has sought advice, or reported a suspected ethical or legal violation in good faith. ICAR requires its employees, board members and contractors to report any information in that regard that they honestly believe to be correct. ICAR offers them the necessary protection so that they can continue to feel safe. This whistleblowing policy enables them to report any (alleged) wrongdoing at an early stage. They are not expected to be able to prove that what they claim is true. However, they must be able to make a plausible case that there are facts and/or circumstances that justify a reasonable suspicion of wrongdoing. If someone intentionally makes a false report, disciplinary action may be taken against that person.

HEALTH & SAFETY

ICAR provides the necessary resources to ensure the safety and health of its employees. This is done by making continuous improvements, according to applicable laws, regulations and standard

requirements. ICAR employees, board members and contractors are expected to always take into account minimum consumption, minimum waste and respect for the environment and people when performing their duties.

SEXUAL AND VERBAL HARASSMENT/INAPPROPRIATE BEHAVIOUR

ICAR employees, board members and contractors behave in a professional, respectful, friendly and courteous manner. They refrain from verbal, sexual and physical harassment towards each other and towards ICAR relations. Sexual harassment is defined as any form of sexual advances, requests for sexual favors or other sexually suggestive behavior in the work environment, whether verbal, non-verbal or physical, that is perceived as undesirable.