



National Biodiversity Trust, Code of Ethics

Dated July 2025, and now the ethical guidance of the organization, as agreed by the Board of Directors, until modified at a future time, and re-approved by the Board of Directors.

Purpose of the Code of Ethics

National Biodiversity Trust (NBT) arises with a commitment to its mission, and core values that nonprofit organizations should follow: **Accountability, Compassion, Collaboration, Honor, and Respect**. NBT's Code of Ethics provides guidance to NBT staff members, the Board of Directors, contractors, volunteers, and any other entity representing the organization, to ensure that the standards for ethical conduct described herein are adhered to, and meet the mission of the organization.

NBT relies on the personal integrity, moral judgement, and common sense of NBT staff members, the Board of Directors, contractors, volunteers, and any other entity representing the organization to do so in a manner of respect, guided by this Code of Ethics. Failure by staff member, the Board of Directors, contractors, volunteers, or any other entity representing the organization to adhere by this Code of Ethics may result in disciplinary action up to and including, discharge from employment, discharge from the Board, cancellation of contracts, removal of volunteer status, and if necessary, the filing of criminal charges.

NBT staff members, the Board of Directors, contractors, volunteers, and any other entity representing the organization shall have:

- **Accountability:** Act in good faith, responsibly, with due care, competence and diligence and maintain the highest professional standards at all times. Comply with NBT policies, its mission, as well as all applicable laws, rules and regulations, in every state where NBT operates. Reflect actual expenses or work performed in expense reports, timesheets, and other records. Never engage in any acts that can lead to a conflict of interest and not allow independent judgment to be compromised, including but not limited to: falsification of organizational documents, theft, nor embezzlement. Perform duties, exercise authority and use NBT resources and assets in the interest of the organization and its mission, and never for personal benefit. Not offering nor accepting gifts or favors from the Board of Directors, contractors, vendors, donors, or grantees. Not permit the diversion of funds, bribery, or fraud. Not disclose confidential information to anyone

outside the organization. Protect confidential relationships between NBT and the Board of Directors, contractors, volunteers, donors, and grantees.

- **Compassion:** Staff members shall exercise the utmost discretion, civility, and complete lack of discrimination and harassment with the organization's official business, staff members, the Board of Directors, donors, contractors, and volunteers. Staff members shall have compassion in the field, working on conservation projects that show compassion towards all aspects of our biodiverse world, including but not limited to our native wildlife and their habitats.
- **Collaboration:** NBT understands that great work can only be achieved with the collaboration of others. NBT shall assist its partners in building the necessary capacity to carry out conservation projects efficiently according to the mission, and effectively by managing funds in a fiscally and operationally prudent manner. NBT will create constructive relationships with grant-seekers and other partners based on mutual respect and shared goals, by communicating clearly and timely, and respecting our partners' expertise in their field of knowledge.
- **Honor:** Staff members shall honor the mission of the organization and exercise responsible stewardship over NBT's assets and resources. The organization overall, including staff members and the Board of Directors, shall spend funds wisely or delegate wisely, in the best interests of NBT and in furtherance of its mission. NBT will adhere to and respect the wishes of its donors. NBT will manage programs, activities, staff members and operations in a professionally sound manner, with knowledge and wisdom, and with the goal of increasing overall organizational performance. NBT staff members and the Board of Directors will not influence organizational decisions in a manner that leads to personal gain or advantage. NBT staff members and the Board of Directors will have allegiance to the organization's conservation resources to support NBT's mission.
- **Respect:** Respect other staff members, the Board of Directors, contractors, organization donors, volunteers, and collaborative organizations. Staff members shall refrain from exploiting any relationship with a board member, contractor, donor, volunteer or collaborative organization for the staff member's own benefit.

The Mission of the National Biodiversity Trust is "To bring together a balance of conservation, biodiversity, and alliances, for the land, resources, and water all life needs to survive."