



WFCRC Policy and Ethics Manual

Join WFCRC

The World Federation for Coral Reef Conservation
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WFCRC Policy and Ethics Manual



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The World Federation for Coral Reef Conservation, Inc. (WFCRC) Policy and Ethics Manual

- 1.1 Welcome to The World Federation for Coral Reef Conservation, Inc. “WFCRC”
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We take pride the execution of our conservation programs; at the same time, we strive to make our working environment as pleasant and personable as possible. To make this possible and reach these goals, all of us must be dedicated to doing the best possible job for WFCRC.

Although we hope that your contractor, agency and or employment “Consultant” relationship with WFCRC will be fulfilling, WFCRC is an at-will contactor, agency and or employer. In other words, the consultant or WFCRC may terminate this relationship at any time, for any reason, with cause or reasonable notice. Only an Officer of WFCRC has the authority to enter into any agreement with you as a consultant, for any specified period and any such agreement is not enforceable unless it is in writing.

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1.2 WFCRC maintains the sole discretions to amend these policies at any time with without notice to contracts or employees.

1.3 Distribution Policy

A copy of this Policy Manual will be given to each volunteer, consultant and employee at the origination of said relationship(s) and signing acceptance of the WFCRC Policy(s), all personnel will be required to sign a form acknowledging that they have received and read the policy(s). In the event updates or amendments are made to the WFCRC policies a notice of such will be given to each Consultant within thirty (30) days after the date.

1.4 Equal Employment Opportunities

WFCRC provides equal employment opportunities to all volunteers, consultants, employees and applicants without regard to race, color, religion, sex, national origin, age, handicap, disability, or status as Vietnam-era or special disabled veteran in accordance with applicable federal laws.

1.5 Prohibition of Harassment and Process

WFCRC is committed to courteous and considerate treatment of its all volunteers, consultants, and employees at all times. As such we are committed to a work atmosphere that is free of demeaning or harassing conduct, including, but not limited to, animosity engendered by inappropriate religious, racial, ethnic, age, disability, gender related or sexual conduct or moments.

If a Consultant feels that he/she has been subjected to conduct that is in violation of this policy or has been treated in an unlawful discriminatory manner, that contactor, agent and or employee should promptly report such conduct or behavior to an Officer of WFCRC.

2.1 Compensation

WFCRC has offered a 20% payment for the successful development and delivery of all grants, funding and any financial donations made to WFCRC as a result of your contact.

2.2 Expenses and 1099

All Employees, Consultant(s) and Volunteers accept and agree to a 1099 relationships upon the securing a project that is fully funded. . No withholding(s) will be withheld from the salary or Consulting Fee which include but not limited to taxes, FICA, social security or other amounts withheld in an employee or consultant relationship.

Expenses for each contactor, agent and or employee are to be paid by themselves and used as expenses for their own benefit for tax(s), other deductions or reports.

There will be no events, dinners or gatherings under the auspices of WFCRC that have not been approved by the Director.

2.3 Notice of Leave of Absences

The contactors, agents and or employees that need or seek a leave of absences must provide, to the extent possible, two (2) days' notice that they intend to take family/medical leave.

3.1 Confidentiality of WFCRC Information

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The nature of WFCRC's business is such that WFCRC has confidential and proprietary information relating to its business policies, practices, methods of operations and other closely held information, such as but not limited to our conservation programs. Specifically our Customer Relation Management (CRM) spread sheet which you will receive by email.

In addition, WFCRC deals with confidential and proprietary information received from our partners. Consultants must protect this information from disclosure.

The Consultant(s) has a legal and ethical obligation to take all steps necessary to keep WFCRCs' information confidential. This obligation continues after a Consultant leaves WFCRC. Information obtained by WFCRC and its Consultants should be treated at all times with the utmost confidentiality and discretion and should not be disclosed to anyone other than WFCRC and its Consultants.

The Consultant acknowledges that WFCRC has spent considerable time and resources developing such confidential information. The Consultant further acknowledges that such information is essential for the Consultant to perform their duties for WFCRC.

4.1 Safety Policy

WFCRC complies with the Occupational Safety and Health Act of 1970.

It is the responsibility of all Consultants to report any and all safety violations observed by the Consultant to the Director.

5.1 Motor Boat and Driving Policy

Scope of the Policy

The Motor Boat Vehicle Driving Policy applies to Consultants whether they are driving a company owned vehicle or driving a personal vehicle while conducting WFCRC business.

Consultants involved with driving duties must at all times meet the following criteria:

Consultants must have a current, valid driver's license for the state in which the Consultant performs their driving duties;

Consultants must maintain an insurable driving record, i.e., must remain insurable under WFCRC's liability insurance policy; and

Consultants must not have their driver's licenses suspended, revoked or refused renewal.

All Consultants driving for WFCRC business must observe all safety, traffic and criminal law of the state of which the Consultant is working.

No driver or boat operator may consume alcohol while driving while on WFCRC business or 8 hours prior to that Consultants driving duties or if said consumption would result in a detectable blood alcohol level while on duty. Any illegal, dangerous, or other improper conduct while driving is prohibited.

Any Consultant who receives a traffic citation from or is arrested by a law enforcement officer, or who is involved in any kind of accident while driving or operating a boat, or who's driver's license is suspended, revoked or denied renewal must inform The Director immediately or as soon as possible after the incident. Any penalty, fine, imprisonment, fee or other adverse action imposed by a court in connection with such an incident must be reported immediately to the Director.

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Any employee, who violates this policy may be subject to disciplinary action, up to and including termination.

While driving or operating a boat or water craft, Consultant must comply with traffic regulations, be conscious of road and boat safety and demonstrate safe driving and other good road safety habits when driving on WFCRC business.

*Also while operating any equipment or while driving the following actions in any vehicle will be viewed as serious violations of conduct policies and dismissal may be a consequence:
Drinking or under the influence of drugs while driving.*

Driving while disqualified or not licensed.

Reckless or dangerous driving causing death or injury.

Failing to stop after a crash.

Demerit points suspension.

Any action which warrant suspension, revocation or denial of renewal of a license.

5.2 Vehicle Accidents

All accidents must be reported immediately to the Director

All accidents must be reported to the Director and Call the Police.

5.3 Cell Phone Use While Driving

Cell phone use (not including hands-free) while performing a business is forbidden while driving.

6.1 Ethics and Corporate Compliance

WFCRC want the Consultant(s) to maintain the highest standards of business ethics and PROFESSIONALISM to comply with the letter and spirit of all applicable laws. WFCRC believes that it has earned a reputation for honesty, integrity and compliance with the law that has enabled WFCRC to build excellent relationships with our Clients and members of the general public.

Unlawful actions by Consultants can cost the WFCRC millions of dollars in fines and the loss of the excellent reputation it has earned and is earning. Consultants who break the law even if they believe they are benefiting WFCRC can be held criminally and financially liable for their actions resulting in personal fines, attorney's fees and possible jail sentences. Therefore, the Consultant(s) and all other representatives of WFCRC shall not participate in or condone criminal activity. In addition, employees must promptly report any suspected unlawful activity.

6.2 WFCRC has adopted the Ethics Code outlined below. It does not and cannot, address every situation in which WFCRC operates. However, it provides general guidance for Consultant(s).

6.3 Whistleblowing. Nothing in this Agreement or any other agreement between you and the Company shall be interpreted to limit or interfere with your right to report good faith suspected violations of law to applicable government agencies, including the Equal Employment Opportunity Commission, National Labor Relation Board, the Occupational Safety and Health Administration, the Securities and Exchange

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Commission or any other applicable federal, state or local governmental agency, in accordance with the provisions of any “whistleblower” or similar provisions of local, state or federal law. You may report such suspected violations of law, even if such action would require you to share the Company’s Proprietary Information or Trade Secrets with the government agency, provided that any such Proprietary Information is protected to the maximum extent permissible and any such information constituting Trade Secrets is filed only under seal in connection with any court proceeding. Lastly, nothing in this Agreement or any other agreement between you and the Company will be interpreted to prohibit you from collecting any financial incentives in connection with making such reports nor to require you to notify or obtain approval by the Company prior to making such reports to a government agency.

CODE OF ETHICS

- A. Conduct all aspects of WFCRC’s business in an ethical and legal manner. Obey the laws of all, states, territories and nations where WFCRC operates.
- B. You are responsible for your actions. No one will be excused for misconduct directed or requested by another.
- C. Your conduct on behalf of WFCRC with Clients and the general public must reflect the highest standards of honesty, integrity and fairness and above all PROFESSIONISM in all actions.
- D. Promptly alert The Director if you observe, are aware of, or suspect in good faith any unlawful activity by a Consultant.
- E. Cooperate fully in any investigation of misconduct.
- F. Recognize that even the appearance of misconduct or impropriety can be very damaging to the reputation of WFCRC and act accordingly.
- G. Consultant(s) shall not create conflicts of interest. A conflict of interest or violation of trust exists when a Consultant engage in an activity that benefits them personally at the expense of WFCRC or is harmful to WFCRC. An action may constitute a conflict of interest without being in violation of any laws, rules or regulations.

Examples of conflicts of interest include, but are not limited to:

- 1. Using WFCRC information obtained or developed through research technology of the know-how in a way that is harmful to WFCRC. This would include any and all information requested by WFCRC and to be generated and or produced by the Consultant(s).
- 2. Accepting commissions, services, preferential treatment, and gifts of more than a nominal value, a share of profits or other payments from organizations doing business with or seeking to business with WFCRC except for those authorized agreements with strategic partners.

Compliance with Other Laws

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1. Illegal or unauthorized use of software or other licensed properties can have severe consequences for WFCRC's reputation. Each Consultant must therefore avoid any such activity.
2. Never communicate or enter into an agreement or understanding with anyone regarding a competitive matter. This prohibition includes verbal, written and electronic communications. Immediately leave any meeting if any competitive matter is discussed.
3. Do not enter into any tie-in agreements that require WFCRC's Clients(s) to accept unwanted goods or services unless approved in advance by The Director.

7.1 WFCRC Books, Records, Forms and Agreements

- A. Prepare all WFCRC business documents as completely, honestly and accurately as possible.
- B. Record all WFCRC transactions fully and accurately. Keep records that accurately and fully reflect the transactions of WFCRC.
- C. Do not fail to record transactions. Do not falsify records to conceal any transactions. Do not prepare records that accurately reflect the existence of a transaction. But which conceal an improper purpose.
- D. All records at WFCRC shall be kept confidential and not shared with anyone outside WFCRC.
- E. All Documents and Forms used shall be kept confidential and not shared with anyone except parties to the agreements and forms. They have been developed as proprietary and confidential.

7.2 Inspection of Personnel Files

Personnel files remain the sole property of WFCRC. Consultant(s), however, are entitled to review their own files on a quarterly basis.

8.1 ACKNOWLEDGEMENT

Each Consultant below must acknowledge the Receipt of WFCRC's Policies and Procedures Manual as set forth.

Location and contact information for WRCRC (subject to change without prior notice)

642 S. Commerce
 Sebring, Florida 33870
contact@wfcrc.org
 Personal/business 512.986.1902

Directors/Principals

Vic Ferguson	Executive Director	vic.ferguson@wfcrc.org
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Acceptance of Policy Manual

I hereby acknowledge my acceptance of this policy manual and have read and understand the material contained within. I acknowledge, understand and agree that the policies and guidelines contained in these policy manual are to be strictly adhered to as a condition of my Employment, Consulting or any relationship with WFCRC.

By accepting this manual, I acknowledge, understand and agree that neither the acceptance of this manual, nor the subsequent entry into any type of Employment, or Consulting relationship, either in the position applied for or any other position, and regardless of the contents of this manual, policy statements, benefit plans and the like as they may exist from time to time, or other customary practices, shall serve to create an actual or implied contract of employment, unless other wish stated or to confer any right to remain a Consultant of WFCRC, or otherwise to change in any respect the employment-at-will relationship between WFCRC and myself, and that relationship cannot be altered except by a written instrument. Either WFCRC or I may end the relationship at any time with a reasonable notice, or reason, and without liability by WFCRC except for earned salaries and/or commissions.

AGREED TO AND ACKNOWLEDGED THIS _____ day of _____ 20 _____

SIGNATURE: _____

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9.1 THE EARTH CHARTER

Preamble

We stand at a critical moment in Earth's history, a time when humanity must choose its future. As the world becomes increasingly interdependent and fragile, the future at once holds great peril and great promise. To move forward we must recognize that in the midst of a magnificent diversity of cultures and life forms we are one human family and one Earth community with a common destiny. We must join together to bring forth a sustainable global society founded on respect for nature, universal human rights, economic justice, and a culture of peace. Towards this end, it is imperative that we, the peoples of Earth, declare our responsibility to one another, to the greater community of life, and to future generations.

Earth, Our Home

Humanity is part of a vast evolving universe. Earth, our home, is alive with a unique community of life. The forces of nature make existence a demanding and uncertain adventure, but Earth has provided the conditions essential to life's evolution. The resilience of the community of life and the well-being of humanity depend upon preserving a healthy biosphere with all its ecological systems, a rich variety of plants and animals, fertile soils, pure waters, and clean air. The global environment with its finite resources is a common concern of all peoples. The protection of Earth's vitality, diversity, and beauty is a sacred trust.

The Global Situation

The dominant patterns of production and consumption are causing environmental devastation, the depletion of resources, and a massive extinction of species. Communities are being undermined. The benefits of development are not shared equitably and the gap between rich and poor is widening. Injustice, poverty, ignorance, and violent conflict are widespread and the cause of great suffering. An unprecedented rise in human population has overburdened ecological and social systems. The foundations of global security are threatened. These trends are perilous—but not inevitable.

The Challenges Ahead

The choice is ours: form a global partnership to care for Earth and one another or risk the destruction of ourselves and the diversity of life. Fundamental changes are needed in our values, institutions, and ways of living. We must realize that when basic needs have been met, human development is primarily about being more, not having more. We have the knowledge and technology to provide for all and to reduce our impacts on the environment. The emergence of a global civil society is creating new opportunities to build a democratic and humane world. Our environmental, economic, political, social, and spiritual challenges are interconnected, and together we can forge inclusive solutions.

Universal Responsibility

To realize these aspirations, we must decide to live with a sense of universal responsibility, identifying ourselves with the whole Earth community as well as our local communities. We are at once citizens of different nations and of one world in which the local and global are linked. Everyone shares responsibility for the present and future well-being of the human family and the larger living world. The spirit of human solidarity and kinship with all life is strengthened when we live with reverence for the mystery of being, gratitude for the gift of life, and humility regarding the human place in nature.

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We urgently need a shared vision of basic values to provide an ethical foundation for the emerging world community. Therefore, together in hope we affirm the following interdependent principles for a sustainable way of life as a common standard by which the conduct of all individuals, organizations, businesses, governments, and transnational institutions is to be guided and assessed.

Principles

I. RESPECT AND CARE FOR THE COMMUNITY OF LIFE

1. Respect Earth and life in all its diversity.

- a. Recognize that all beings are interdependent and every form of life has value regardless of its worth to human beings.
- b. Affirm faith in the inherent dignity of all human beings and in the intellectual, artistic, ethical, and spiritual potential of humanity.

2. Care for the community of life with understanding, compassion, and love.

- a. Accept that with the right to own, manage, and use natural resources comes the duty to prevent environmental harm and to protect the rights of people.
- b. Affirm that with increased freedom, knowledge, and power comes increased responsibility to promote the common good.

3. Build democratic societies that are just, participatory, sustainable, and peaceful.

- a. Ensure that communities at all levels guarantee human rights and fundamental freedoms and provide everyone an opportunity to realize his or her full potential.
- b. Promote social and economic justice, enabling all to achieve a secure and meaningful livelihood that is ecologically responsible.

4. Secure Earth's bounty and beauty for present and future generations.

- a. Recognize that the freedom of action of each generation is qualified by the needs of future generations.
- b. Transmit to future generation's values, traditions, and institutions that support the long-term flourishing of Earth's human and ecological communities.

In order to fulfill these four broad commitments, it is necessary to:

II. ECOLOGICAL INTEGRITY

5. Protect and restore the integrity of Earth's ecological systems, with special concern for biological diversity and the natural processes that sustain life.

- a. Adopt at all levels sustainable development plans and regulations that make environmental conservation and rehabilitation integral to all development initiatives.
- b. Establish and safeguard viable nature and biosphere reserves, including wild lands and marine areas, to protect Earth's life support systems, maintain biodiversity, and preserve our natural heritage.
- c. Promote the recovery of endangered species and ecosystems.
- d. Control and eradicate non-native or genetically modified organisms harmful to native species and the environment, and prevent introduction of such harmful organisms.
- e. Manage the use of renewable resources such as water, soil, forest products, and marine life in ways that do not exceed rates of regeneration and that protect the health of ecosystems.
- f. Manage the extraction and use of non-renewable resources such as minerals and fossil fuels in ways that minimize depletion and cause no serious environmental damage.

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6. Prevent harm as the best method of environmental protection and, when knowledge is limited, apply a precautionary approach.

- a. Take action to avoid the possibility of serious or irreversible environmental harm even when scientific knowledge is incomplete or inconclusive.
- b. Place the burden of proof on those who argue that a proposed activity will not cause significant harm, and make the responsible parties liable for environmental harm.
- c. Ensure that decision making addresses the cumulative, long-term, indirect, long distance, and global consequences of human activities.
- d. Prevent pollution of any part of the environment and allow no build-up of radioactive, toxic, or other hazardous substances.
- e. Avoid military activities damaging to the environment.

7. Adopt patterns of production, consumption, and reproduction that safeguard Earth's regenerative capacities, human rights, and community well-being.

- a. Reduce, reuse, and recycle the materials used in production and consumption systems, and ensure that residual waste can be assimilated by ecological systems.
- b. Act with restraint and efficiency when using energy, and rely increasingly on renewable energy sources such as solar and wind.
- c. Promote the development, adoption, and equitable transfer of environmentally sound technologies.
- d. Internalize the full environmental and social costs of goods and services in the selling price, and enable consumers to identify products that meet the highest social and environmental standards.
- e. Ensure universal access to health care that fosters reproductive health and responsible reproduction.
- f. Adopt lifestyles that emphasize the quality of life and material sufficiency in a finite world.

8. Advance the study of ecological sustainability and promote the open exchange and wide application of the knowledge acquired.

- a. Support international scientific and technical cooperation on sustainability, with special attention to the needs of developing nations.
- b. Recognize and preserve the traditional knowledge and spiritual wisdom in all cultures that contribute to environmental protection and human well-being.
- c. Ensure that information of vital importance to human health and environmental protection, including genetic information, remains available in the public domain.

III. SOCIAL AND ECONOMIC JUSTICE

9. Eradicate poverty as an ethical, social, and environmental imperative.

- a. Guarantee the right to potable water, clean air, food security, uncontaminated soil, shelter, and safe sanitation, allocating the national and international resources required.
- b. Empower every human being with the education and resources to secure a sustainable livelihood, and provide social security and safety nets for those who are unable to support themselves.
- c. Recognize the ignored, protect the vulnerable, serve those who suffer, and enable them to develop their capacities and to pursue their aspirations.

10. Ensure that economic activities and institutions at all levels promote human development in an equitable and sustainable manner.

- a. Promote the equitable distribution of wealth within nations and among nations.
- b. Enhance the intellectual, financial, technical, and social resources of developing nations, and relieve them of onerous international debt.
- c. Ensure that all trade supports sustainable resource use, environmental protection, and progressive labor

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standards.

d. Require multinational corporations and international financial organizations to act transparently in the public good, and hold them accountable for the consequences of their activities.

11. Affirm gender equality and equity as prerequisites to sustainable development and ensure universal access to education, health care, and economic opportunity.

a. Secure the human rights of women and girls and end all violence against them.

b. Promote the active participation of women in all aspects of economic, political, civil, social, and cultural life as full and equal partners, decision makers, leaders, and beneficiaries.

c. Strengthen families and ensure the safety and loving nurture of all family members.

12. Uphold the right of all, without discrimination, to a natural and social environment supportive of human dignity, bodily health, and spiritual well-being, with special attention to the rights of indigenous peoples and minorities.

a. Eliminate discrimination in all its forms, such as that based on race, color, sex, sexual orientation, religion, language, and national, ethnic or social origin.

b. Affirm the right of indigenous peoples to their spirituality, knowledge, lands and resources and to their related practice of sustainable livelihoods.

c. Honor and support the young people of our communities, enabling them to fulfill their essential role in creating sustainable societies.

d. Protect and restore outstanding places of cultural and spiritual significance.

IV. DEMOCRACY, NONVIOLENCE, AND PEACE

13. Strengthen democratic institutions at all levels, and provide transparency and accountability in governance, inclusive participation in decision making, and access to justice.

a. Uphold the right of everyone to receive clear and timely information on environmental matters and all development plans and activities which are likely to affect them or in which they have an interest.

b. Support local, regional and global civil society, and promote the meaningful participation of all interested individuals and organizations in decision making.

c. Protect the rights to freedom of opinion, expression, peaceful assembly, association, and dissent.

d. Institute effective and efficient access to administrative and independent judicial procedures, including remedies and redress for environmental harm and the threat of such harm.

e. Eliminate corruption in all public and private institutions.

f. Strengthen local communities, enabling them to care for their environments, and assign environmental responsibilities to the levels of government where they can be carried out most effectively.

14. Integrate into formal education and life-long learning the knowledge, values, and skills needed for a sustainable way of life.

a. Provide all, especially children and youth, with educational opportunities that empower them to contribute actively to sustainable development.

b. Promote the contribution of the arts and humanities as well as the sciences in sustainability education.

c. Enhance the role of the mass media in raising awareness of ecological and social challenges.

d. Recognize the importance of moral and spiritual education for sustainable living.

15. Treat all living beings with respect and consideration.

a. Prevent cruelty to animals kept in human societies and protect them from suffering.

b. Protect wild animals from methods of hunting, trapping, and fishing that cause extreme, prolonged, or avoidable suffering.

c. Avoid or eliminate to the full extent possible the taking or destruction of non-targeted species.

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16. Promote a culture of tolerance, nonviolence, and peace.

- a. Encourage and support mutual understanding, solidarity, and cooperation among all peoples and within and among nations.
- b. Implement comprehensive strategies to prevent violent conflict and use collaborative problem solving to manage and resolve environmental conflicts and other disputes.
- c. Demilitarize national security systems to the level of a non-provocative defense posture, and convert military resources to peaceful purposes, including ecological restoration.
- d. Eliminate nuclear, biological, and toxic weapons and other weapons of mass destruction.
- e. Ensure that the use of orbital and outer space supports environmental protection and peace.
- f. Recognize that peace is the wholeness created by right relationships with oneself, other persons, other cultures, other life, Earth, and the larger whole of which all are a part.

Vic Ferguson

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For additional reading see [The WFCRC Document Gallery](#) for articles about:

- Public Service Announcements (PSA)
- Coral Alert Network (CAN)
- Emergency Reporting Reports (ERR)
- Call to Action (CTA)
- Marine Protected Areas (MPA)
- Marine Life Alert (MLA)
- Seismic and Oil Production Threats
- Natural Science Reports (NSR)
- Oil Spill Alerts (OSA)
- And other miscellaneous documents

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Vic Ferguson

The World Federation for Coral Reef Conservation

Executive Director/Founder

Relief without Borders

March for the Ocean

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