

# Code of Ethics and Conduct

Landesa's reputation and ability to achieve its mission depend upon each and every person acting on behalf of the organization working with integrity and in an ethical manner. This *Code of Ethics and Conduct* (the "Code") provides guidance and minimum standards for ethical decision making, conduct, and best practices within Landesa. The principles in this Code guide the policies in Landesa's Ethics and Compliance program, and should be used alongside Landesa's core values of Adaptive, Bold, and Collaborative to further meet our Mission.

Each person acting on behalf of Landesa should conduct themselves consistent with the six principles presented below. Finally, Landesa relies on the personal integrity, good judgement and common sense of each person to deal with issues not expressly addressed here.

## Act with Integrity

- Adhere to ethical standards in our work, communications, and actions.
- Hold oneself accountable to commitments.
- Operate within the letter and spirit of the law.
- Never engage in or facilitate theft, bribery, fraud or other such illicit acts.
- Avoid Conflicts of Interest or, if unavoidable, report and manage them in the best interests of Landesa.
- Exercise responsible stewardship over Landesa's assets and resources.
- Share ethical concerns and raise questions about ethical challenges that arise in our work.

## Act with Transparency

- Actively communicate decision-making processes and reasons for decisions; articulate who makes decisions and how they arrive at those decisions.
- Regularly communicate with partners, donors and other relevant stakeholders about Landesa's strategy, priorities, operations, activities and other significant matters.

## Act Collaboratively

- Engage with colleagues and manage work in a respectful, accountable, fair and transparent manner.
- Be open to feedback and avoid defensiveness.
- Act with humility, self-reflection, openness to inquiry and with a desire to learn and grow.
- Prioritize the inclusion of many voices and elevation of voices that may be left out of conversations and decision-making processes.

## Do No Harm

- Understand that land work is not neutral: it will affect social, economic, and political dynamics in each context. Therefore, we have a responsibility to anticipate, monitor, and mitigate potential harm resulting from our work.
- Prior to acting, consider potential unintended consequences of our work, and modify plans and actions to increase likelihood of benefits and reduce the potential for negative consequences to occur.

### Hold Confidence

- Unless dutybound to report, to not disclose confidential information obtained in our work.
- Protect confidential relationships between Landesa and its grantees, donors, and vendors.
- Prioritize privacy of the data of those we serve by following internal guidance for protection of personal information and ethical guidelines for research.

### Participate in Landesa's Ethics and Compliance Program

- Understand compliance policies, and support colleagues in use of and understanding of policies.
- Participate in ongoing education on compliance topics.