



Created: March 2021

## Code of Conduct

### Message from Earth Advocacy Youth's Founders

The heart and soul of Earth Advocacy Youth (EAY) is a gentle and powerful one. From day 1, we have worked hard to build a creative and competent space full of playfulness, innovation, and compassion. We are not only experimenting with bold ideas to transform the dominant system which is destroying the preconditions of life on Earth. We are also applying creative ideas for a playful, safe, and empathy-based work environment and culture, contributing to work-life balance and positive impacts on the physical, emotional, and mental health of the passionate and dedicated people who make up the organization.

One way of doing so is being fundamentally value-driven. We at EAY are responsible global citizens, leading with integrity and empathy. We generate impactful changes by fostering diversity; growing together through cross-pollination and meaningful relationships; and cultivating playful creativity. We show respect and love for all beings which make up the Earth's complex and diverse web of life, values which are reflected in all elements of our work.

We do not shy away from change, experimentation, the unexplored, and the difficult questions. Rather, we embrace them and invite them with openness and curiosity, and we hope you sense this as well in our Code of Conduct.

Mane Begovac

Julia Rasmussen

T

Jeffrey

Eco

J. Hansen



## Our Fundamental Values

Creativity, Respect, Empathy and Love, Trust, Honesty, Playfulness, Inclusivity, Diversity, Integrity, Professionalism.

## Our Guiding Principles

Earth Advocacy Youth recognizes that our activities may have, to various extent, an impact on human society and the Earth community. That is why our guiding principles are:

- 1) What is in the best interest of the Earth System with all its living beings?
- 2) What is in the best interest of the Youth and the Child?
- 3) What is in the best interest of the EAY Worker?

Earth Advocacy Youth respects the fundamental conventions defined in the [Principles of Rights at Work ILO Declaration June 1998](#), and the [Ten Principles of the UN Global Compact 2000](#). We also recognize and endorse the principles of the [Universal Declaration of Rights of Mother Earth](#) as well as the [Universal Declaration of Human Rights](#) and the [United Nations Declaration of the Rights of Indigenous Peoples](#).

## Our Work Ethics

Trust, honesty, empathy, and integrity are essential elements of our work ethic and permeate all our processes and activities. Additionally, these values lay the foundation for all relationships built within EAY. When building our alliances, it is fundamental that EAY communicates these values along with our position on corruption, harassment, abuse or any other unprofessional behavior. EAY does not allow any level or type of corruption within or in relation to our work and takes measures to provide a safe, respectful and professional work environment.

## Confidentiality, Transparency, and Accountability

In order to successfully apply and uphold our guiding principles, we must collaborate with honesty and mutual trust, and respect. To protect the integrity of EAY's Workers, any sensitive information about a Worker or their persona is treated confidentially within the organization. Lastly, all documents, recordings, reports, and other files are stored and managed in a reliable manner.



For EAY, it is essential to have transparency, awareness, and clarity in all our processes and collaborations concerning EAY's values, principles, and conditions formulated in this Code and other relevant documents.

EAY values and ensures an honest, professional, and transparent work environment, where:

- 1) Each person takes responsibility for their actions
- 2) Information is appropriately used
- 3) It is human to make mistakes because we see them as learning opportunities
- 4) Conflicts of interest are avoided
- 5) Job descriptions are regularly revisited and complied with
- 6) Computer, Internet, and email usage is appropriate and professional

### The Importance of Cross-pollination

As one plant pollinates a plant of another variety, the genetic material of both plants is merged which results in seeds that include characteristics from both flowers. In very much the same way, we encourage cross-pollination within EAY, between staff, partners, volunteers, interns, allies, and funders. We all have new things to teach each other. We expose ourselves and each other to new ways of thinking by exchanging knowledge, skills, and experiences. In this way, we create exciting mixtures of fresh ideas and build a powerful collective skillset with the capacity to build innovative and creative solutions.

This kind of skill set helps bring forth fresh perspectives when tackling obstacles, and it often leads to unexpected innovations, solutions, and ideas -- including the reframing of old ideas and the creation of new ones. A last important contributing factor for the importance of cross-pollination in the workplace is that it creates a safe space where communication that perhaps wouldn't occur may take place.

## Ecological Conditions

### Severe Pollution of non-human Living Systems

EAY works creatively and seriously to ensure the organization does not contribute to severe environmental pollution. Whenever possible, events, projects, and activities will be developed, coordinated, held, monitored, and evaluated in a virtual manner (unless an EAY Worker is located in the same area and is able to meet on-location by a sustainable means of transportation). Additionally, plans and strategies for reducing negative ecological impact are developed and reviewed on a regular basis.



Earth Advocacy Youth is strictly against the practices of carbon offsets, carbon trading, and water trading. This means that we will not offset our ecological footprint, but will instead be proactively conscious, responsible, and accountable for the ecological impact that each activity within EAY has.

## Considering the Reality of Virtual Work

We know that technology is the backbone of our workplace and that is why we believe that the right decision is being accountable and responsible for the impact that our technological day-to-day activities have on the Earth's living systems. Since EAY mainly operates virtually, we are aware of the ecological footprint we produce through cloud-based services, electronic devices, and the amount of energy that we consume for our work. That is why EAY constantly searches for creative and energy-efficient alternatives which can be incorporated into our daily operations and activities. This may involve measures such as:

- The use of technological equipment which is more energy-efficient and has a lower energy consumption, while still providing Workers with the functions and services needed to properly conduct our work.
- Evaluating and consciously choosing data storage options that are more ecologically friendly, such as certain cloud-based storage platforms or external hard drives which teammates can use to store and share EAY materials.
- If EAY has a physical office, measures are taken to reduce the ecological footprint through various energy-efficient alternatives, such as for example (Naturally, EAY also encourages these measures to be taken when working from home/off-site):
  - LED lights
  - Appliances with a class higher than Class B
  - Renewable energy sources to power the office
  - Recycling
  - Upcycling
  - Office bikes, if/when possible
  - Devices with higher energy efficiency
  - No printing in large quantities (using digital tools as much as possible)
  - Guide around saving energy at the office and at home, and more...
- When working virtually all around the world, we consciously choose to not hold on-location gatherings with a high frequency due to their higher impact on the Earth's living system. However, when we do organize on-location gatherings, we



make sure to establish a clear purpose for the gathering as well as choose the most ecologically conscious means of transportation for each Worker that is practically possible. We aim to balance our ecological impact with social factors as we recognize the importance and need for on-location gatherings for team-building efforts.

## Working (Social) Conditions

### Self-Care and Work-related Wellbeing

The mental, physical and emotional health of EAY's staff members is at the very heart of our Code of Conduct and our organizational culture. Why is this so central to us? Work-related wellbeing is linked to high engagement and commitment, and we as an organization become stronger and more sustainable long-term if we make it a priority. We fundamentally believe that we only hurt ourselves if we are not working in the best interest of everybody at the organization.

With "Work-related wellbeing", we refer to the impact of our jobs (work environment, stress levels, expectations, workload, etc.) on our overall health and happiness. For EAY, the happiness and mental health among teammates is fundamental because it deeply shapes not only our work as a whole but also the impact we have the potential to generate as a team and as individuals. Wellbeing for us is not only physical health (exercise, nutrition) but rather, it equally encompasses mental and emotional health (mood, cognition, a sense of purpose, connection) as well as the overall quality of our lives. It considers the totality of our lives, which means that our jobs and the environment in which we conduct our work must contribute to a high quality of life.

We are very aware of the increasing burnout rate among people within the civil society sector, and we take this very seriously because we fundamentally understand that, if passionate and dedicated people experience burnout or other mental health issues (especially related to work), they will not be able to align themselves with their intentions, nor make the bold difference in this world they desire and dream of. That is why we are working proactively, creatively, and seriously to implement measures, tools, and processes which help prevent burnout and other negative impacts on our mental, physical and emotional health as EAY. teammates. In practice, this means that EAY incorporates measures such as annual Self-Leadership Evaluating Dialogues (one-on-one), regular anonymous evaluations of the work environment, wellbeing check-ins at the start of team calls, the "One day off in



seven” principle, limited working hours per week, and access to self-care practices (such as meditation, yoga, play, art, music) which EAY encourages Workers to implement within and outside of working hours.

## We Focus on Personal Development

We crave progress and a sense of purpose. We want and need to feel that we are doing something meaningful and that we are on a path that is leading us where we want to go. This is where self-leadership comes in, where each one of us is encouraged to lead ourselves through practices and intentions at the workplace. One important method for this is aiding each other’s personal and professional development, which is done in the following ways:

1. We offer a virtual personal development library with literature that can inspire and empower.
2. Every EAY Worker has their own annual individual development plan with intentions and dreams, which they work on with the support of another colleague who serves as a cheerleading advisor throughout the EAYr.
3. Each EAY Worker is invited to monthly or bi-monthly [check-ins](#), where we address the workload, mental wellbeing, work environment, and any support that may be needed.

## Working Hours

EAY uses a clear system for registering working hours and wages.

## Wages

EAY Workers are paid a fair wage.

## Reimbursement

If an EAY Worker must cover any work-related expenses for activities or projects managed by Earth Advocacy Youth, the Worker is reimbursed the total amount within 30 days. The Worker is requested to save all receipts and invoices for financial monitoring and auditing.

## Employee Experience

Appropriate processes and routines are developed, implemented, and followed to ensure responsibility, transparency, and accountability in Employee Experience (or “HR”). Employee



Experience is our function responsible for employee health and happiness as well as employee procedures, contracts and work environment.

### **Incidents and Accidents**

A reliable routine for reporting, analyzing, following up, and acting on incidents and accidents is implemented.

### **Firefighting Equipment in EAY Physical Office**

Appropriate firefighting equipment is available in EAY's physical office(s), easily accessible and maintained properly. The equipment is inspected internally or by an authorized external company at least once every 12 months. Records of maintenance are kept and/or stickers/tags placed on the equipment.

### **First Aid Equipment**

First aid equipment is adequately stocked and available to Workers in EAY's physical office(s).

### **Severe Health Hazards or Safety Hazards**

EAY ensures that Workers are under no circumstances exposed to danger or risks to their health or safety in the work they conduct for the organization.

### **Workplace Conditions and Ergonomics at EAY's Physical Office**

Proper working conditions are provided to all EAY Workers in EAY's physical office(s). Monitoring of these working conditions includes, but is not limited to, noise, temperature, light, and air quality. Protocols from required measurements are maintained digitally.

Actions such as frequent breaks, access to clean drinking water, etc. are taken and planned for. The ergonomic conditions of the workplaces are assessed, which include reducing work practices that can cause any type of long-term injuries.

### **Alcohol and Drugs**

EAY clearly communicates a zero-tolerance to conducting work under the influence of alcohol, illegal drugs, or any substance that prevents the Worker from performing the job safely and responsibly.



## Unprofessional Behavior

EAY does not tolerate any unprofessional behavior among Workers and our collaborators, such as bullying, condescending remarks, discrimination, gossiping, and violence (see the section below for more details).

## Employment

### Employment contracts

A written employment contract is signed with each EAY Worker, which specifies terms of employment in a way understood by the EAY Worker. The contract is made between the Worker and the legally registered association "Earth Advocacy", based in Sweden.

As a minimum, the contract includes the name of the employer, name of the EAY Worker, birth date, position, salary, working hours, overtime compensation, benefits, and notice period. If the employment contract is terminated according to the agreed notice period, there are no wage deductions for EAY Workers who leave.

### Working Hours and Overtime

EAY Workers are not working more than fifty (50) hours per week, *including* overtime. It is important to note that overtime hours are on a voluntary basis.

### Flexible Work Hours for Improved Work/Life Balance

Since EAY Workers are located in different parts of the world, EAY works with the format of flexible hours which means that each Worker takes responsibility to organize themselves, their work, and their hours. Depending on the timezone, Workers may have to work during uncomfortable hours for meetings or other work-related tasks. Nevertheless, it is fundamental that the Workers are given at least 11 hours of rest in between workdays. It is also important that we give each other space for self-care and respect each other's hours (ex: sending work-related text messages or requests to a colleague late in their evening is inappropriate. In this case, email is better!).

### The "One Day Off in Seven" Principle

Workers have at least one day off in seven. This is non-negotiable.



## Wages

EAY Workers' wages, including compensation for overtime, are paid on time at regular intervals and monthly.

## Leave

Workers have time off from their job according to Swedish legislation, traditions, and standards. As a standard, EAY Workers have 25 paid vacation days a year which should be requested at least 40 days before the first vacation day.

## Sick Leave

If an EAY Worker is sick, they are strongly encouraged to rest and recover. At EAY, our colleagues are family. Each EAY Worker is offered sick leave according to Swedish legislation

As always, clear communication is fundamental as well as listening to our bodies. EAY encourages Workers to not only proactively care for their mind, soul, and body, but also speak up when they are feeling unwell.

## Grieving of a Loved One

If an EAY Worker's loved one within the closest family circle passes, the person is offered up to 14 paid days of leave. After this brief period, we do everything in our power to make room and accommodate for grief. Any commitments and activities this person is originally in charge of are delegated or postponed.

## Breaks

Workers are provided with appropriate time off for meals, rest, self-care, and breaks. Workers are provided with two breaks in one workday, each break at least 30 minutes long. We encourage all Workers to use these breaks and take moments to rest and recharge.

## Discrimination and other inappropriate behavior

There is no discrimination with regards to Workers based on race, religion, gender identity, marital or parental status, national origin, disability, health, or sexual orientation during recruitment and employment. This also applies to interactions between colleagues, Workers and employers, partners, and other stakeholders.



## Punishments and Appeal

EAY does not engage in, support, or allow the use of punishment, threats of violence, or other forms of mental or physical coercion, and does not make use of public warning and punishment systems.

## Harassment and Abuse

EAY does not engage in, support, or allow any form of harassment or abuse on any EAY Worker. If a collaborator or partner uses any form of harassment or abuse towards an EAY Worker, the collaboration in question is revised and potentially terminated.

Harassment can be any offensive act, comment, or display that humiliates, insults or causes embarrassment, or any act of intimidation or threat. It includes, but is not limited to:

- Rude, degrading, or offensive remarks
- Using any type of violence (including, but not limited to, physical, sexual, emotional, psychological, spiritual, cultural violence, as well as verbal or financial abuse)
- Displaying sexist, racist, homophobic, xenophobic, ableist, or other offensive bigotry
- Bullying of any kind (such as gossiping, exclusion, hurtful words)
- Threats, intimidation, manipulation, or retaliation

## Reporting Misconduct

If there is any case of harassment, abuse, violence, or unprofessional behavior, protocols for conflict resolution are applied. EAY has a clearly laid out reporting process for misconduct, which involves appointed trust persons and internal dialogues based on mutual respect and honesty, during which a solution is found for the misconduct in question.