



**HR** POLICIES & PROCEDURES

# CABI Code of Business Conduct

January 2019

**KNOWLEDGE FOR LIFE**



## General

**CABI improves people's lives worldwide by providing information and applying scientific expertise to solve problems in agriculture and the environment.**

This mission is underpinned by a commitment to conduct our business with honesty and integrity and in a professional manner.

## Purpose

This Code of Business Conduct ('the Code') sets out fundamental standards of conduct that we expect to maintain the integrity and reputation of CABI, to help ensure compliance with legal requirements and to meet the highest standards of good governance. Lawful and ethical behaviour is required at all times.

## Scope

This Code applies to all members of the Board, to all employees of CABI and to consultants when acting on behalf of CABI.

## Standards of conduct

This Code requires that we will:

- conduct our business with honesty and integrity and that this will be demonstrated by our professional and personal conduct;
- treat all colleagues, partners, and beneficiaries with dignity and respect and by adopting a zero-tolerance approach challenge any form of harassment, discrimination, exploitation or abuse;
- seek to protect the health, safety, security and well-being of all colleagues, partners, and beneficiaries;
- seek to promote human rights, protect the environment and oppose unethical activities, including modern slavery and human trafficking;
- conduct our business with openness and transparency and restrict information only where the wider business interest or commercial considerations clearly demands it;
- respect the legitimate interests of all those with whom we have relationships.

## Applicable laws

we will obey all applicable laws, regulations, rules and regulatory orders of the countries in which we operate.

## Governance

we will conduct our operations in accordance with accepted principles of good corporate governance.

## Member countries

we are fully accountable to our member countries and committed to the development of long term relationships with their governments, civil servants and representatives in order to pursue our mission. We will provide objective and authoritative information and advice to our member countries.

## Beneficiaries

We are committed to seek to develop long term sustainable solutions for the beneficiaries of our work which will have a lasting impact on improving their lives, agriculture and the environment.

## Employees

we are committed to providing a working environment in which employees can realise their full potential and contribute to business success. We are committed to diversity in a working environment where there is mutual trust and respect and where everyone is accountable for their own actions and feels responsible for the performance and reputation of our organisation.

We aim to recruit and promote employees on the sole basis of their ability to fulfil the requirements of the job and as an equal opportunities employer we welcome applications from candidates irrespective of their age, gender, race, colour, nationality, ethnic or national origin, disability, religion, sexual orientation or marital status.

We are committed to providing a work environment based on respect and dignity for the individual and free of bullying, sexual or other harassment. We will provide our employees with safe and healthy working conditions and practices. We will monitor and report our Health & Safety performance.



## Partners, customers, vendors and suppliers

we are committed to establishing mutually beneficial relations with our partners, customers, vendors and suppliers. We aim to protect our property (including intellectual property) and to respect the property of others.

## Business integrity

we will not give or receive, directly or indirectly, bribes or other improper advantages for business or financial gain. No-one covered by this Code or any member of their immediate family may offer, give or receive any gift, payment, entertainment, travel, service or other benefit which is, or may reasonably be construed as being, a bribe or otherwise improper. All gifts received over a nominal value will be disclosed.

## Purchasing

we recognise that our suppliers make a significant contribution to our success and will seek to purchase supplies based on need, quality, service, price and terms and conditions and fair competition. Under no circumstances should anyone acting on behalf of CABI attempt to coerce suppliers in any way.

## Conflicts of interest

we will avoid situations where a conflict of interest might occur or appear to occur. CABI is subject to scrutiny from many different perspectives and we should always strive to avoid even the appearance of impropriety. A conflict of interest exists where the interests or benefits of one person or entity conflict with the interests or benefits of the organisation.

Examples of where a conflict of interest may occur include personal relationships at work, outside employment, outside directorships, business interests, and related parties (eg family members) and therefore these should be declared where they arise to ensure that there is no conflict of interests. In all cases of doubt appropriate guidance should be sought in the first instance from your line manager or from the Chief Financial Officer or the HR Director.

## Environment

we are committed to making continuous improvements in the management of our environmental impact as part of our goal of developing a sustainable organisation. We will work to promote environmental care and awareness with an emphasis on the need to reduce energy consumption, and to manage our carbon footprint.

## Compliance, implementation and reporting

compliance with this Code is essential to underpin our mission, vision, and values and to the achievement our business success. A failure to comply with this Code may lead to disciplinary action.

Day to day responsibility for promoting and implementing the Code of Business Conduct lies with the Chief Executive Officer or as they may delegate and compliance is subject to review by the Board through the Nominations & Governance Committee.

Any breach or suspected breach of this Code should be reported to senior management or to the Board. CABI has a Whistleblowing policy which allows employees to report breaches of this Code in confidence.

