

# **THE PLASTIC FLAMINGO**

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## **CODE OF CONDUCT**

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## **The PLAF's values and commitment**

Our mission is to tackle marine plastic pollution in emerging countries, starting by The Philippines.

Our vision is to do it through collection and recycling of plastic waste with maximum social impact.

We are committed to doing business for the planet and to responsible, ethical business conduct to protect our team and partners across our work.

### **The PLAF's values:**

#### **We put impact first.**

We are on a mission to bring sustainable impact to various sectors in Southeast Asia and the world. We commit to eliminate harmful effects to the environment in all our work.

#### **We put WE before I.**

We work together as an open and supportive team regardless of age, gender, or title to grow and achieve our common goals.

#### **We move fast.**

We fail fast and learn fast from each failure that helps our team succeed faster the next time.

#### **We have high professional and ethical standards.**

We are honest, ethical, and fully transparent.

#### **We work together with great people.**

We strive to hire and partner with people who share our values.

#### **We respect all living things.**

We respect other people and treat them as we would like to be treated. We ensure humane treatment of all animals.

## **Why does The PLAF have a code of conduct?**

This Code of Conduct is a policy that defines how we - as a company, as a team and as employees - should act towards each other, towards our clients, business partners, suppliers, and authorities and what we expect from our partners and clients.

The purpose is to ensure that we develop and succeed in a sustainable way on our journey of solving today's social and environmental issues. It defines our responsibility in society and constitutes our ethical values and business integrity.

Always practice the 3Rs

1. **Recognize** and pay close attention whenever you notice code violations
2. **Remind** yourself or the person involved to correct the behavior.
3. **Report** to the right channel if the behavior doesn't cease, the violation poses a serious risk or causes serious damage.

## **What is the code of conduct?**

The code is the ground rule to make sure that The PLAF business practices are always ethical. It is a reference to important information that you need to know – including where to get additional help.

If you think that some sections are not clear enough or are not applicable, please send an email to [admin@theplaf.com](mailto:admin@theplaf.com). We will collect your inputs and will consider them in the next version of this code of conduct.

## **Who does the code apply to?**

This code of conduct applies equally to all The PLAF employees, regardless of employment agreement or rank, in every space managed by The PLAF. This includes our offices and facilities; off-site company events, social media and virtual community spaces; internal and external communication channels and every other place or event where we represent The PLAF.

Failure to follow these guidelines, is taken very seriously and may result in disciplinary action up to and including dismissal.

The code of conduct also applies to The PLAF partners such as contractors, agents, consultants or business partners when representing or acting in collaboration with The PLAF.

When The PLAF is not the lead partner, The PLAF seeks to influence our partners to follow our code's principles.

## **Does the code explain all the standards I need to know?**

The code is a starting point and does not serve as a substitute for your individual responsibility in exercising good judgement and common sense, so that your actions never damage The PLAF's business or employees.

Where local customs, norms, laws or regulations differ from the code, you must follow whichever sets the highest standard of behavior.

## **The duties of supervisors**

We have high expectations of supervisors, as part of their leadership responsibilities, to act as role models, to support team members to comply with the code and to monitor compliance through annual performance reviews.

- Promote compliance and ethics by example, showing with their behavior what it means to act with integrity.
- Make sure that those who report to them understand the code's requirements.
- Monitor compliance and ethics of the people they supervise.
- Use reasonable care to monitor third parties acting on behalf of The PLAF to ensure that they work in a manner consistent with the code.
- Enforce the code consistently.
- Support employees who, in good faith, raise questions or concerns.

## **Your personal commitment to do the right thing**

This code represents a commitment to doing what is right. By working for The PLAF, you are agreeing to uphold this commitment.

Understand the requirements of the code and the standards, instructions and processes that apply to your job, and always follow them. Those who fail to follow the code put themselves, their co-workers, and The PLAF at risk.

## **Where to go for help**

If you have any question or concern about legal or ethical standards, you can take the following actions:

- Contact your direct supervisor (this is usually a good place to start with a legal or business concern.).
- Use the resources identified in the code in connection with particular topics.
- If you are unsure about where to go for help or feel uncomfortable contacting your line manager, you may also email [admin@theplaf.com](mailto:admin@theplaf.com). These emails will be treated as highly confidential. In case it is necessary to forward such emails to another person, they will be forwarded in an anonymous manner.

Any employee who in good faith seeks advice, raises a concern, or reports misconduct is following this code – and is doing the right thing. The PLAF will not tolerate retaliation including but not exclusively to demotion, dismissal, denial of promotion, salary reduction and any kind of threatening, bullying or harassment by employees against that person.

## **Asking questions, raising concerns and formal grievance**

You must report any breaches or potential breaches of The PLAF's compliance and ethics commitments of which you become aware, whether these relate to yourself, direct reports, or others. You must also seek advice if you are unsure about the proper course of action.

## **Health, safety, security, and the environment**

We promote a culture of health and safety and effort to reinforce to achieve zero safety or health incidents at The PLAF. We have a responsibility to provide a safe and healthy working environment for all employees and to ensure that employees have the knowledge and ability to perform their jobs safely.

We continually monitor and maintain our working facilities. We comply with local health and safety guidelines and regulations.

### **Employees commit to:**

#### **Always**

- Comply with local health and safety regulations and company's SOPs and other requirements at your work location.
- Acting responsibly to protect yourself and those around you.
- Stop any work that becomes unsafe and correct the situation if possible or contact a responsible person.
- Only undertake work for which you are trained.
- Inform your manager or Admin department about opportunities for change to improve the working environment.
- Make sure you know what to do if an emergency occurs at your place of work.
- Pay attention to and use the company assets properly. Keeping good care of our assets is a duty essential for everyone's safety. Help ensure that those who work with you act consistently with PLAF's commitments.

#### **Never**

- Undertake work when your performance is impaired by alcohol or other drugs, legal or illegal, prescribed or otherwise.
- Compromise on health and safety and report any concerns you may have to your manager.
- Possess, use, or transfer illegal drugs or other substances on company premises.
- Use threats, intimidation, or other violence at work, or bring weapons.
- Engage in activities and behavior that could damage you or others.

## **Employees**

The PLAF strives to maintain a working environment where our employees can develop themselves and their careers with equal opportunities. We work as an open-minded and supportive team, ensuring each team member to feel proud of their work and to feel that their work is meaningful.

Everyone who works with The PLAF:

- Knows what is expected of them in their job.
- Is supported to develop their capabilities.
- Is listened to and is involved in improving team performance.
- Is supported in the management of their personal priorities.
- Must follow all applicable labor and employment laws wherever we operate.
- Must report any breaches you become aware of and seek advice if you have a concern in this area.

## **Fair and non-discriminating workplace**

The PLAF respects the diversity of cultures, genders, different skills, backgrounds, and experiences. We offer equal in hire, employ, promote regardless of race, color, nationality, sex, gender identity, age, sexual orientation, religion, social or ethnic origin, political opinion, disability, marital status, pregnancy, or other similar factors.

We shall treat our employees with respect and dignity and ensure they are protected from harassment, discrimination and other forms of abuse including physical, mental, sexual, or verbal.

### **Employees commit to:**

- Treat their colleagues, customers with dignity and respect.
- Never discriminate based on race, color, nationality, sex, gender identity, age, sexual orientation, religion, social or ethnic origin, political opinion, disability, marital status, pregnancy, or other similar factors.
- Never participate in any kind of harassment including any unwelcome verbal or physical conduct for any member of the team.
- Report any violations to the Company immediately.

## **Child labor**

The PLAF complies with all applicable labor laws and laws on children including but not limited to not employing any employee under 18 years of age.

## **Business integrity**

This Code sets out minimum requirements and applies to all parts of The PLAF, irrespective of where we are based or our projects are performed.

## **Legal compliance**

We respect and comply with the applicable laws, regulations, and other requirements applicable to our operations. Employees commit to respect and comply with the applicable laws and regulations of the Philippines and with this Code of Conduct.

## **Bribery and corruption**

Our Code of Conduct is honest, ethical, and fully transparent. We do not accept or tolerate bribes in any form whether directly or indirectly or through agents or other third parties. We do not offer, promise, give or demand a bribe, unlawful facilitation payment or other undue advantage to obtain or retain business or any other improper advantage neither as an employee nor as a business.

### **Employees commit to:**

- Never offer, pay, or accept bribes in any form whether directly or indirectly or through agents or other third parties.
- Never offer, pay, or accept any form of kickback, discount or anything of value to obtain business advantage or personal benefit.
- Always ensure that all transactions are transparent.
- Report any actual, suspected or requests for bribes to the Company immediately.

The PLAF policy does not permit so-called 'facilitation' or 'grease' payments to be made to government officials, even if such payments are nominal in amount (facilitation payments are payments made to secure or speed up routine legal government actions, such as issuing permits or releasing goods held in customs).

Bribery of government officials is a serious matter, but bribery of those working in the private sector is also often illegal and always against The PLAF's standards of business conduct.

## **Gift**

Gifts could be considered part of doing business and maintaining relationships; however, these must be limited in value and underlying intent. We only receive or give a gift on behalf of the whole Company to maintain good business relationships and express appreciation.

### **Employees commit to:**

- Ensure that any Gifts given or received have a legitimate business purpose, are of moderate value, are reasonable and appropriate, are on behalf of the whole Company.
- Do not accept any personal gifts.
- Any Gifts given or received have been approved by your manager.
- Report any actual, suspected violations to the Company immediately.

## **Conflicts of interest**

We operate openly, transparently and with the highest integrity. In that spirit, we shall avoid any conflict with our client or supplier's interests.

Employees commit to not be involved in activities where there is a risk of conflict with the Company's interests as well as the interests of the Company's client and supplier.

## Dealing with Governments

Being transparent in our communications and operations about our performance increases trust in our activities and makes others wish to do business with us. We will engage constructively with all governments in whose jurisdictions we operate. We will not participate in partisan political activity and will make no political contributions in any country.

If you have contact with government officials, or we are asked to provide information in connection with a government or regulatory agency, you must make sure that any information provided is truthful and accurate, and that The PLAF's legitimate interests are protected. Always seek advice from your supervisor before responding to a non-routine request for information from a government or regulatory agency.

### Never:

- Mislead any investigator or other government or regulatory official.
- Attempt to obstruct in any manner the collection of information, data, testimony, or records by properly authorized government officials.
- Conceal, alter, or destroy documents or records that are subject to an investigation or inquiry.
- Attempt to hinder another employee from providing accurate information.
- Retaliate against anyone who co-operates with the government or regulatory agencies.

## Money laundering

Money laundering is the process by which individuals or entities try to conceal illicit funds or otherwise make these funds look legitimate. The PLAF will not condone, facilitate, or support money laundering.

### Be wary of:

- Payments made in currencies other than that specified in the invoice.
- Attempts to make payments in cash or cash equivalents.
- Payments made by another party to the contract (unless otherwise approved).
- Payments to/from an account other than the normal business account.
- Requests or attempts to make payments for each invoice by multiple cheques or drafts.
- Requests to make an overpayment.

Report suspicious transactions or activities to [admin@theplaf.com](mailto:admin@theplaf.com) to enable the legal support to ensure that the transaction is dealt with correctly.

### Always:

- Assess the integrity of potential customers and other business partners.
- Communicate with customers about our expectations of them.
- Continue to be aware of and monitor customers' business practices.
- Do not do business with any customer or other business partner suspected of wrongdoing relating to dealings with us unless those suspicions are investigated and resolved.



## **Community engagement**

The PLAF seeks to have a positive benefit on the communities in which its projects are based. The PLAF is committed to engage and empower the local community.

### **Always:**

- Comply with local laws and regulations in each community and country in which you work.
- Respect the cultures and varying businesses of those communities and countries (where they do not conflict with the principles in this code).
- Seek to recruit qualified local personnel where practical.

We are committed to keeping our planet clean and healthy. In relation to the circumstances, we will always behave in the most environmentally conscious way.

See your personal commitment to do the right thing.

## **Environment**

A main part of our mission is to identify and apply solutions to the most pressing environmental challenges in the world. We develop and operate sustainable ventures to make positive impacts toward a sustainable future.

We prioritize the protection of the environment and eliminate all harmful activities to the environment from our operation. We favor our clients, suppliers and other stakeholders who share the same values. We comply with all local environmental laws and regulations, adhere to international conventions, and commit to the United Nations Sustainable Development Goals.

## **Waste and Energy**

We promote the efficient and responsible use of energy, water and other resources throughout our business and commit to limiting our waste on our day-to-day operations. We contribute to reducing plastic waste by reducing our overall plastic consumption and by developing solutions and ventures to address plastic waste via circular solutions.

## **Animal welfare**

We ensure humane treatment of all animals. We promote animal welfare by developing our own ventures facilitating humane treatment of animals.

### **Employees commit to:**

- Respect the Company's mission to protect the environment and eliminate all harmful activities to the environment from our work.
- Comply with all local environmental laws and regulations.
- Ensure humane treatment of all animals.