

Land Portal Foundation

Ethics Policy

December 2023

Our mission is to nurture a growing information ecosystem on land governance to inform and improve decision-making, policy and practice at all levels.

Our vision is a world with improved land governance that supports people with insecure land rights, protects those vulnerable to landlessness, and ensures open access to information for all.

1. Purpose and Scope of Ethics Policy

1.1. Purpose: It is the policy of Land Portal Foundation that all members of its Board of Directors and Core Team (whether staff or consultants), all advisory committee members (whether policy or technical), and all other consultants and associates uphold the highest standards of ethical and professional behavior.

1.2. Scope: To that end, all persons shall dedicate themselves to carrying out the Foundation's mission while carrying out official duties for the Foundation and shall:

- a) Hold paramount the safety, health and welfare of the public in the performance of their professional duties;
- b) Treat with respect, courtesy and consideration all persons, regardless of ethnicity, religion, gender identity, sexual orientation, marital or family status, disability, age, nationality, and/or social or economic position;
- c) Act in such a manner as to uphold and enhance personal and professional honor, integrity and the dignity of their profession, and to conduct themselves with competence, fairness, impartiality, efficiency, and effectiveness;
- d) Engage in carrying out the Foundation's mission in a professional and responsive manner, striving always for personal and professional excellence;
- e) Collaborate with and support other professionals in carrying out the Foundation's mission and encourage their professional development;
- f) Refrain from competing unfairly with others and build reputation solely on merit;
- g) Recognize that the chief function of the Foundation at all times is to serve the best interests of its stakeholders and service users;
- h) Accept as a personal duty the responsibility to keep up to date and keep the Foundation's internal community informed about relevant emerging issues;
- i) Respect the structure and responsibilities of each organizational body of the Foundation and uphold and implement the Foundation's policies;
- j) Conduct organizational and operational duties with positive leadership, open communication, creativity, dedication, inclusivity, cooperation and compassion;

- k) Exercise whatever discretionary authority they have under the applicable law to carry out the mission of the Foundation to the highest standard of personal integrity, demonstrating truthfulness and honesty in all activities in order to inspire confidence and trust;
- l) Avoid any interest or activity that is in conflict with the conduct of their official duties for the Foundation; and
- m) Respect and protect privileged, confidential or sensitive information to which they have access in the course of their official duties.

2. Gender Inclusion, Vulnerability and Safeguarding

- 2.1. Commitment: The Foundation is committed to promoting a platform, culture and service and knowledge products which are sensitive to and address the gender specific needs of girls and women and other vulnerable groups, including but not limited to those who are vulnerable on account of their age, disability, religion, marital status, sexual orientation, gender identity, nationality, ethnicity and/or social or economic position.
- 2.2. Aim: The Foundation aims to increase diversity, equity, inclusion and engagement among all service users and platform visitors. Regarding gender and vulnerability, the Foundation's aim is that its services, knowledge products, strategies and organization empower girls, women and other vulnerable groups and provide them with opportunities for inclusion, including but not limited to those listed in Clause 2.1 of this Policy.
- 2.3. Personnel: The Foundation is committed to having gender balance across its Board of Directors, Core Team, advisory committees and among all other consultants and associates. The Foundation's Human Resources Policy shall provide for this.
- 2.4. Environment: The Foundation's Board of Directors and Core Team members, advisory committee members, and all other consultants and associates shall work towards an environment in which all girls, women and members of other vulnerable groups, including but not limited to those listed in Clause 2.1 of this Policy, feel safe and included, as well as empowered.
- 2.5. Personal Development: The Foundation shall ensure all Board Members and Core Team members are trained in gender equity, vulnerability, safeguarding and inclusion. This shall be implemented as provided for in the Foundation's Human Resources Policy.
- 2.6. Service: The Foundation shall ensure that Land Portal services are conducted in a manner that does not discriminate against girls, women and members of other vulnerable groups, including but not limited to those listed in Clause 2.1 of this Policy. The Foundation shall ensure that girls, women and members of other vulnerable groups are able to meaningfully participate and contribute to the development and delivery of Land Portal services and knowledge products.
- 2.7. Safeguarding: The Foundation does not tolerate gender-based harassment, bullying, discrimination, exploitation or violence in any form. Nor does it tolerate any form of

harassment or discrimination against any other vulnerable groups, including but not limited to those listed in Clause 2.1 of this Policy. The actions of Board Members, Core Team members, advisory committee members, and all other consultants and associates reflect on the reputation and values of the Foundation. Board Members, Core Team members, advisory committee members and all other consultants and associates, when employed or on duty or on travel, must not engage in any behavior which contravenes this Policy.

3. Cultural Inclusion and Diversity

3.1. Commitment: The Foundation is committed to promoting a platform, culture and service and knowledge products which are sensitive to and address and embrace cultural differences.

3.2. Aim: The Foundation aims to increase diversity, equity, inclusion and engagement among all services users and platform visitors, regardless of their geographical location or their respective cultures, ethnicities, religions or nationalities. Regarding cultural diversity, the Foundation's aim is that its services, knowledge products, strategies and organization include and embrace all cultural differences and provide people from any cultural background opportunities for empowerment and inclusion. It aims to celebrate and champion such differences in all its activities, projects and programs.

3.3. Personnel: The Foundation is committed to having diverse cultures and backgrounds reflected in its Board of Directors, Core Team, advisory committees and among all other consultants and associates. The Foundation's Human Resources Policy shall provide for this.

3.4. Environment and Internal Culture: The Foundation's Board of Directors and Core Team members, advisory committee members, and all other consultants and associates shall work towards an environment of mutual respect, in which every person feels safe, comfortable and free to work and live according to their culture, customs, religion, opinions and beliefs. The Foundation aims to nurture an internal culture that is open, tolerant, cooperative and sensitive to the needs of diversity and difference in all their forms.

3.5. Personal Development: The Foundation shall ensure all Board Members and Core Team members are trained in cultural difference and inclusion. This shall be implemented as provided for in the Foundation's Human Resources Policy.

3.6. Service: The Foundation shall ensure that Land Portal services are conducted in a manner that does not discriminate against any culture. The Foundation shall ensure that people from any cultural background are able to meaningfully participate and contribute to the development and delivery of Land Portal services and knowledge products.

4. Ethics Policy Implementation Mechanism

4.1. Policy Signing: The Foundation shall ensure all Board Members, Core Team members, advisory committee members, and all other consultants and associates are made aware

of and sign this Policy, in recognition of their obligation to uphold it in carrying out their official duties in support of the Foundation's work.

- 4.2. Board Ethics Committee: The Foundation shall ensure a confidential and safe avenue for reporting contraventions of this Policy, and any other policies of the Foundation, to the Board's Ethics Committee, whose membership shall be reviewed and rotated at each AGM. Its membership each year shall be made known to all Core Team members, advisory committee members, and all other consultants and associates in writing within two weeks of the close of each AGM.
- 4.3. Composition: The Board Ethics Committee shall be composed of any three Board Members as chosen by the full Board at each AGM, of whom at least one member of the Committee must be a legal representative of the Foundation (Chair or Secretary of the Board). The Committee shall be chaired by a member who is a legal representative of the Foundation. It shall undertake disciplinary action as required in relation to any contravention of this Policy or any other Policy of the Foundation. The Foundation's Whistle-Blower Policy, Anti-Corruption Policy, Human Resources Policy, Procurement Policy, Risk Management Policy, Finance Policy, Travel Policy, Team Modus Operandi and Board Modus Operandi shall provide further details of grievance resolution mechanisms to support this Ethics Policy
- 4.4. Contact: Any Board Member, Core Team member, advisory committee member, or any other consultant or associate of the Foundation may reach out to the Board Ethics Committee at any time by using the email address ethics@landportal.info, which shall only be accessible to the Board's Ethics Committee members, or directly to any individual member of the Committee.