1 Policy Statement

The Yorkshire Wildlife Park Foundation ("YWPF") seeks to maintain the highest standards of ethical conduct in:

- the Governance of the Foundation;
- its fundraising activities;
- the management of its relationship with Wild Life Group Ltd ("WLG") and Yorkshire Wildlife Park Ltd ("YWP") and any other sponsors in particular to avoid a conflict of interest;
- the management of volunteers;
- the management and award of funds for the furtherance of the Foundation’s vision and mission.

2 The Governance of the Yorkshire Wildlife Park Foundation ("YWPF")

The Board of Trustees ("the Trustees") will ensure that YWPF conducts business in accordance with UK laws, rules and regulations and with the highest standards of business ethics. This includes creating and maintaining a culture of high ethical standards and commitment to compliance whilst encouraging stakeholders to raise concerns for the attention of the Trustees.

3 Fundraising Activities

The Trustees will ensure that all fundraising activity falls within the remit of UK law and fundraisers are treated with respect. YWPF will publish regular reports on its fundraising activity and allocated funds, and the impact of those funds.

Where fundraising activities / campaigns are specific to a particular project/ rescue/ species the Trustees will ring-fence the associated funds raised. Where funds are raised but the project / rescue etc. ceases the Trustees will consult with the fundraisers before allocating funds to other projects.
4 Conflict of Interest

4.1 The Trustees

4.1.1 Honest & Ethical Conduct
All Trustees will not have a previous or unspent conviction for fraud and will act in accordance with the highest standards of personal and professional honesty and integrity at all times.

4.1.2 Personal Conflict of Interest
No Trustee will seek or obtain personal gain from their role. Trustees will absent themselves from discussions and decisions on subjects in which they have a personal interest. This applies even in cases where the interest is limited or indirect or lies with a family member.

Trustees will not use inside information for their personal gain or pass it on to others without the full approval of the Board of Trustees.

4.1.3 Confidentiality
All Trustees shall respect confidential information associated with YWPF, any of its funders or fund-raisers, volunteers/employees, business associates and projects it funds.

Disclosure will be made where authorised or required by the law.

The use of confidential information for personal gain is strictly forbidden.

4.2 YWPF & WLG & YWP
YWPF enjoys a close relationship with WLG and YWP and is able to draw on their capability to support YWPF in raising funds for its mission. The Trustees also recognise that there is risk of conflicts of interests occurring amongst a Trustee, particularly as two Board positions are reserved for representatives from WLG and therefore requires all Trustees representing WLG to declare the conflict and abstain from related decision making. All abstentions will be formally noted in the meeting minutes and kept on record for audit and assurance purposes.

5 Volunteers & Employees & Contractors
YWPF recognises that it will require the unpaid support and goodwill of volunteers and may employ and/orcontract to further its Vision and Mission. All individuals will be treated equitably with dignity and respect and will not be subjected to harassment, physical and/or verbal abuse, threats or intimidation of any description, in accordance with the YWPF’s Equal Opportunity Policy

Where volunteers perform a role other than running personal fundraising campaigns for YWPF they will be afforded access to appropriate information and the payment of expenses (see YWPF Expenses Policy) as appropriate to
the job role. As such they will also be required to adhere to the following:

5.1.1 Honest & Ethical Conduct
All volunteers, employees & contractors will not have a previous or unspent conviction for fraud and will act in accordance with the highest standards of personal and professional honesty and integrity at all times.

5.1.2 Personal Conflict of Interest
All volunteers, employees & contractors will not seek or obtain personal gain from their role. This applies even in cases where the interest is limited or indirect or lies with a family member.

They will not use inside information for their personal gain or pass it on to others without express written confirmation of the Trustees.

5.1.3 Confidentiality
All volunteers, employees & contractors shall respect confidential information on YWPF, any of its funders or fund-raisers, volunteers/employees, contractors, business associates and projects it funds.

Disclosure will be made where authorised or required by the law.

The use of confidential information for personal gain is strictly forbidden.

6 The Management & Award of Funds

6.1 Award of Funds
Decisions relating to the allocation or award of funding will be made in accordance with YWPF Funding Application Policy and procedures set out therein. All applicants will be required to read and agree to adhere to this policy.

YWPF will not fund any project or activity that seeks to (deliberately or inadvertently) break UK law, regulations or compromise the Foundation’s integrity and reputation.

YWPF will require international projects/activities making applications for funding to respect and adhere to the law in which they are located and in compliance with UK law and regulations along with this Code of Conduct & Ethical Policy and the spirit of it.

7 Modern Slavery Statement
YWPF requires that all Trustees, suppliers, appointments, volunteers, employees etc adhere to the Ethical Trading Initiative base code. https://www.ethicaltrade.org/
8 Breach of this Policy

All breaches of this policy will be considered as serious and will be subject to full and appropriate investigation in accordance with YWPF’s Disciplinary Policy and will result in appropriate action which may include:

- Termination of contract or office held;
- Criminal prosecution;
- Prosecution in the UK Civil Court;
- Repatriation of Funds; or
- Any combination of the above.