

**Sinergia Animal's**

# **CODE OF CONDUCT**



This document is a comprehensive guide to our governance, policies, and procedures. By consolidating all relevant information into one accessible public document, we aim to enhance **transparency for all stakeholders, including, but not limited to, our supporters and donors.**

This Code of Conduct embodies our commitment to ethical practices, accountability, and integrity in all our operations. It also reflects our dedication to creating a respectful, inclusive, equitable, and just work environment while promoting our mission to create a kinder future for farmed animals in the Global South.

We invite you to explore this document to **understand our values, principles, and the framework that guides our mission.**



# Summary

- 1. Personal and Professional Integrity**
- 2. Support of Mission**
- 3. Governance and Accountability**
- 4. Financial Stewardship**
- 5. Transparency and Disclosure**
- 6. Legal Compliance**
- 7. Program Evaluation**
- 8. Inclusiveness and Diversity**
- 9. Fundraising**

# 1. Personal and Professional Integrity



At Sinergia Animal, we hold our staff, board members, and volunteers to the highest standards of honesty, integrity, and transparency. Every interaction, whether internal or as a representative of the organization, reflects our core values and commitment to ethical behavior. We foster a working environment that values integrity, collaboration, and respect, ensuring all members feel valued and supported in their work. We ensure this by complying with the following documents:



## **Team Member's Guidebook:**

Our internal Team Member's Guidebook is an essential resource that outlines the expectations and responsibilities of all staff and board members. It provides a comprehensive guide to our policies and procedures, promoting a clear understanding of our organizational standards. The Guidebook also includes policies, such as the Respect in the Workplace Policy (explained below).



## **Respect in the Workplace Policy:**

Our Respect in the Workplace Policy is a cornerstone of our commitment to maintaining a safe, inclusive, and respectful environment for everyone. This policy applies to team members, board members, consultants, contractors, volunteers, donors, partner entities, and third parties and it details our stance against discrimination, harassment, and any form of disrespectful behavior. We encourage open communication and provide mechanisms for reporting allegations of code violation.



## **Volunteer Responsibility and Conduct Term:**

Volunteers play a vital role in advancing our mission. To ensure their contributions align with our values, we have established a Volunteer Responsibility and Conduct Term. This document outlines the expectations for volunteer behavior, emphasizing the importance of integrity, respect, and accountability through several guidelines. It provides guidance on how volunteers can effectively support our work while upholding the ethical standards that Sinergia Animal stands for.



## **Growth Opportunities:**

We are deeply committed to the growth and development of our team members. We understand that investing in our people is crucial for both individual success and the overall success of our organization.



To foster a culture of continuous learning and development, we offer a range of opportunities:

- **Individual Yearly Allowance**

Each team member receives an annual allowance dedicated to their professional development. This can be used for a variety of purposes, such as attending conferences, workshops, or online courses, purchasing books or other learning materials, or pursuing certifications relevant to their role.

- **Ongoing Feedback**

We believe in the power of regular feedback to drive growth and improvement. Our leadership team actively practices providing constructive feedback on an ongoing basis, fostering open communication and creating a supportive environment for learning.

- **Formal Feedback Mechanisms**

In addition to ongoing feedback, we have established formal feedback processes, such as performance reviews and development discussions, to ensure that team members receive comprehensive and structured feedback on their performance and progress.

- **Internal Mobility**

We prioritize internal promotions and lateral moves whenever possible. We actively encourage team members to explore new opportunities within the organization, supporting their career aspirations and facilitating their growth.

## 2. Support of Mission



**Sinergia Animal has a clearly stated mission and purpose, which has been approved by our Governance Board. All our programs are designed to support this mission, ensuring that every initiative aligns with our core objectives. Everyone working for or on behalf of the organization is committed to understanding, upholding, and being loyal to this mission and purpose. We ensure this through the following:**

### **Vision, Mission, and Values**

#### **Vision**

Our vision is a sustainable future for the Global South, where fewer animals are exploited for food and the cruelest methods of animal farming are abolished. We aim to build societies that rely less on animal products and work towards ending animal exploitation in the food and agricultural sectors.

#### **Mission**

Our mission is to encourage people and challenge institutions in the Global South to change habits, practices, regulations, and procurement policies to help reduce the suffering of farmed animals and decrease the consumption of animal products.

#### **Values**

Our core values guide every decision and action we take. We strive for leadership by listening and learning from our community and stakeholders. We prioritize cost-effective interventions with measurable outcomes, address the root causes of animal cruelty in the livestock sector, and mobilize resources to achieve our goals.

### **Culture Pillars**

#### **Compassion**

Compassion involves recognizing the suffering of others and taking action to help alleviate it. It is a concrete and brave expression of commitment to reducing the suffering of other beings. Sinergia Animal is energetic and proactive, driven by the desire to end animal suffering through effective advocacy and ethical actions. We approach our work with (com)passion, integrity, and relentless effort to achieve our mission. We are deeply grateful for the support of our donors and honor their generosity by setting achievable goals, using our resources wisely, and measuring and maximizing our impact.



### **Adaptability**

We embrace change and adversity as catalysts for persistence, resilience, creativity, and progress in our mission to advocate for farmed animals despite the challenges and misunderstandings surrounding our cause. We confront setbacks with optimism, exploring innovative strategies, adapting our approaches as necessary, and embracing new ideas to maximize our impact. Our adaptability and positive outlook enable us to remain active, agile, and effective in our pursuit of a more compassionate world.

### **Synergy**

We believe in the power of Synergy (Sinergia) through collaboration and collective effort. Beyond our work at Sinergia Animal, we advocate for farmed animals by deeply engaging with a global movement that shares our mission. Together, as a diverse, inclusive, and unified team and as an organization committed to collaboration, we amplify our impact on animals beyond what we could achieve alone. We prioritize open communication, mutual respect, and a shared purpose as we foster a synergistic global movement to protect farmed animals.

### **Empowerment**

We believe in the transformative power of individuals to effect positive change for animals. Through a culture of continuous learning, resilience, autonomy, inclusiveness, and proactivity, we empower individuals from the Global South and marginalized groups to emerge as leaders in the movement. We foster creative thinking, encourage taking ownership, and value diverse talents to achieve our mission of creating a more compassionate world for all animals.

### **Onboarding**

We ensure that everyone working for or on behalf of Sinergia Animal understands and is committed to our mission, policies and procedures through a comprehensive onboarding process. This process includes an in-depth introduction to the organization, welcome videos from department leaders, training modules, access to internal policies, among others. The aim is to ensure all team members have a thorough understanding of our organization's values, processes, and resources, fostering a cohesive and informed workforce and ensuring that all team members are aligned with our objectives from the start.

### **Theory of change**

Our theory of change is centralized around three key topics:

**1****Reducing the suffering of animals exploited in the food industry****2****Reducing the number of animals exploited in the food industry****3****Helping create a powerful and inclusive movement in the Global South**

### **Realization map**

We have also developed a realization map for the next five years, outlining our path to creating a better world with less harm and fewer animals suffering in the food industry. This map guides our efforts to build a fair world for all beings, emphasizing our long-term commitment to meaningful change.

### 3. Governance and Accountability



**At Sinergia Animal, governance and accountability are the core of our commitment to ethical and effective operations. We ensure that all actions and decisions are made transparently and with integrity, aligning with our mission to reduce farmed animal suffering and promote sustainable practices. Our organization is dedicated to upholding the highest accountability standards, ensuring that resources are managed responsibly and that our activities comply with all applicable laws and regulations. Check how we commit to governance and accountability:**

#### **Governance Board**

The organization has an active Governance Board whose primary function is to establish and oversee the organization's strategic planning, vision, and mission.

##### **The Governance Board:**

- Exercise reasonable care, good faith, loyalty and due diligence in organizational affairs.
- Ensure that the organization conducts all transactions and dealings with integrity and honesty.
- Shall establish the strategic direction of the organization and remain in ongoing communication with the leadership to ensure that it is being operationalized according to its mission, vision, and strategic planning.
- Ensure the organization is operating safely in terms of its financial and human resources, and legal and ethical obligations.
- Ensures that the resources of the organization are responsibly and prudently managed;
- Ensures that the organization has the capacity to carry out its programs effectively; and
- Is responsible for hiring, dismissing, and monitoring the performance of the Executive Director, as well as deciding on the remuneration for this role.

More information about the Governance Board can be found on Sinergia Animal's international [website](#).



## Advisory Board

Our advisory board is composed of accomplished experts who support Sinergia Animal in the following ways:

- **Encouraging deep reflection;**
- **Providing strategic direction and insights;**
- **Assessing programs' effectiveness;**
- **Helping to improve governance issues.**

Please click [here](#) to learn more about our Advisory Board and its members.

## Policies

At Sinergia Animal, we have established several policies to ensure effective governance and accountability within our organization. While we maintain a comprehensive set of policies, we will highlight those most relevant to governance and accountability.

These include our Respect in the Workplace Policy, which promotes a respectful and safe working environment; our Conflict of Interest Policy, which manages potential conflicts to protect the organization's integrity; and our Donation Policy, which ensures responsible and transparent handling of our resources. These policies underscore our commitment to ethical practices and accountability in all our operations.

## Respect in the Workplace

As mentioned in Item I. Personal and Professional Integrity, we recognize the importance of creating and maintaining a respectful and inclusive workplace for everyone, preventing harassment, discrimination, bullying, and retaliation. To address this, we have established a [Respect in the Workplace policy](#). This policy aims to:

- **Foster a work environment rooted in respect, dignity, and well-being.**
- **Promote fair and dignified working conditions and collaboration.**
- **Encourage harmony and respectful interactions among everyone involved with the organization.**
- **Ensure open communication to resolve misunderstandings.**

## Conflict of Interest

We are dedicated to ensuring that all our activities are conducted with the highest level of integrity. As a non-profit organization, maintaining public trust through full transparency is essential. Our [Conflict of Interest policy](#) has been created to support this commitment.

The policy serves as a tool for both our Board and Team members, providing guidance to help everyone understand what constitutes a conflict of interest and offering a clear path forward if a potential conflict arises. It ensures that any conflicts of interest, or the appearance thereof, are avoided or appropriately managed to protect and benefit the organization so that we continue to earn and retain the trust of the public and our stakeholders.

## Donation

---

Our [Donation Policy](#) has guidelines that outline how we accept and manage donations to support our mission of reducing animal suffering and promoting sustainable practices. This policy is crucial for maintaining transparency, integrity, and trust with donors, ensuring that all contributions are used effectively to further the organization's mission.

Our policy ensures that donations are handled responsibly and aligned with our mission and goals. It covers the acceptance of various types of donations and provides guidelines for managing them for our operations and programs, ensuring that all donations are used effectively and transparently to support our mission and values.



## 4. Financial Stewardship

**At Sinergia Animal, we prioritize responsible and prudent management of our funds, ensuring alignment with our mission and goals through the following aspects:**

- As mentioned before, the Governance Board oversees the organization's financial aspects, ensuring transparency and accountability.
- We allocate a significant portion of our annual budget to programs that directly support our mission while also investing adequately in administrative expenses to maintain effective accounting systems, internal controls, and professional management.
- All spending practices and policies are designed to be fair, reasonable, and mission-focused.
- In compliance with legal requirements, we also produce audited financial statements to ensure accuracy and full transparency in our financial reporting.

Additionally, we ensure that our financial reports are made public, reflecting our financial health and integrity. You can check our Financial Statements on [Sinergia Animal's international website](#).

## 5. Transparency and Disclosure

We are committed to transparency and accountability at Sinergia Animal. Information about our organization, including financial, organizational, and progress reports, will be posted on our website or otherwise made available to the public, stakeholders, and donors. These reports will be complete and accurate in all material respects. You can access Sinergia Animal's information, along with this Code of Conduct, on our [international website](#). This ensures that everyone has access to some details of our operations and governance, reinforcing our dedication to openness and integrity.



## 6. Legal Compliance

At Sinergia Animal, we are dedicated to maintaining full compliance with all applicable laws and regulations in the countries where we operate.

Our organization is well-versed in legal requirements and ensures adherence through contracts and comprehensive policies. We prioritize confidentiality and data privacy, balancing transparency with the need for discretion when necessary.

Our commitment to legal compliance is also supported by an internal document known as the Legal Handbook, which contains essential legal information relevant to our work. All team members have undergone training sessions to familiarize themselves with this document, ensuring they are well-equipped to uphold our legal standards.

## 7. Program Evaluation

At Sinergia Animal, we value program evaluation to ensure our initiatives are effective and impactful. Our teams, leaders and Governance Board members regularly review our programs to assess their success and identify areas for improvement. We refine our strategies and enhance our future programs by incorporating lessons learned from our activities. We remain responsive to changes in our field and the needs of our stakeholders, ensuring our work remains relevant and effective.

To maintain transparency and accountability, we publish annual Year in Review reports detailing our progress, challenges, and achievements. These reports are available on our website and provide stakeholders with comprehensive insights into our activities and outcomes. You can access them [here](#).



## 8. Inclusiveness and Diversity

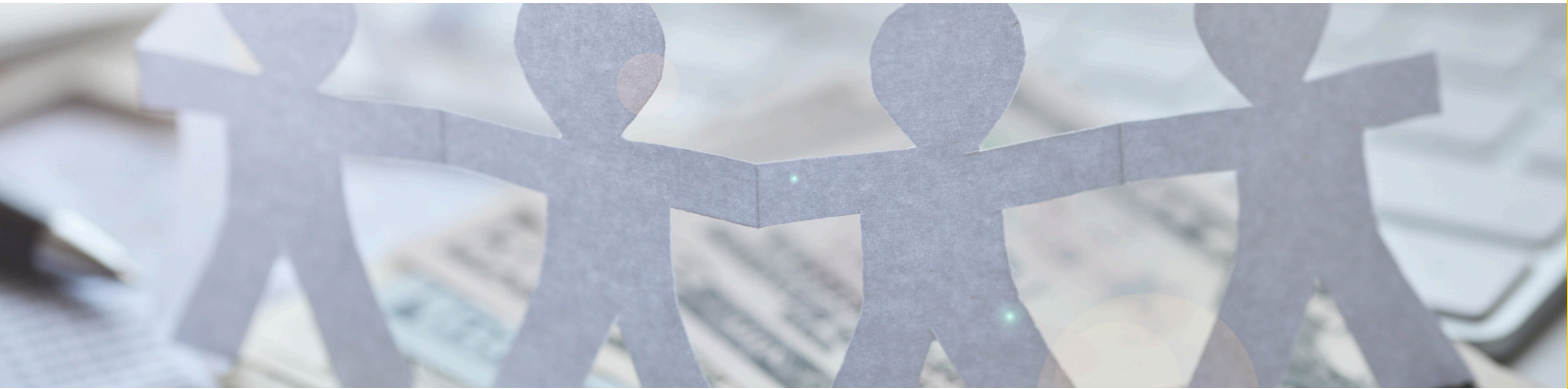


**Since its creation in 2017, Sinergia Animal has been dedicated to fostering Diversity, Equity, and Inclusion (DEI) within our organization. We strive to create a workplace that is diverse, equitable, inclusive, and safe ensuring that everyone feels valued and respected.**

### **Several DEI initiatives are central to our commitment, such as:**

- **Recruitment Process:** Since 2021, we have implemented affirmative policies in all our vacancies, actively welcoming and valuing people from minoritized groups. This ensures that our recruitment process is inclusive and promotes diversity. We are committed to transparent communication throughout the hiring process, ensuring all candidates are informed of each step, evaluation criteria, and overall progress.
- **Onboarding:** Our onboarding process includes "Respect in the Workplace" training, which educates new team members on making complaints and requires them to sign our Respect in the Workplace policy, reinforcing our commitment to a respectful work environment.
- **DEI Talent Bank:** In 2023, Sinergia Animal officially created the Diversity Talent Bank - Animal Welfare initiative, with other organizations in Latin America. This initiative engages potential candidates and expands our reach, attracting hundreds of passionate individuals and fostering a more diverse workforce.
- **DEI Survey:** In 2023, we started conducting an annual DEI survey (internal census) to understand our team's diversity representation, guiding us in developing future strategic actions and initiatives.

## 9. Fundraising



**In raising funds from the public, Sinergia Animal will respect the rights of donors as follows:**

- To be informed of the mission and programs of the organization, the way the resources will be used and its capacity to use donations effectively for their intended purposes;
- To be informed of the identity of those serving on the organization's Governance Board and to expect the Board to exercise prudent judgment in its responsibilities;
- To have access to the organization's most recent financial reports;
- To be assured their gifts will be used for the purposes for which they were given;
- To receive appropriate acknowledgment and recognition if desired;
- To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by the law;
- To expect that all interactions with individuals representing the organization will be professional in nature;
- To have the opportunity for their names to be deleted from mailing lists if desired; and
- To feel free to ask questions when donating and to receive prompt, truthful, and forthright answers.

