



## CODE OF CONDUCT

**FOR ALL PROJECT PERSONNEL INCLUDING SCIENTISTS, FIELD OFFICERS, RESEARCH OFFICERS, FIELD ASSISTANTS, FIELD LIAISONS, PROJECT COORDINATORS, CONSULTANTS, CONTRACTORS, VOLUNTEERS, VISITORS & FRIENDS**

**IMPORTANT, PLEASE NOTE: THIS DOCUMENT HAS THREE PAGES. PLEASE READ THE WHOLE DOCUMENT THROUGH AND THEN SIGN AT THE END OF THE THIRD PAGE.**

1. Always please strive to uphold the principles, ethics, values, goals & objectives of the Sri Lanka Wildlife Conservation Society which can be found on [www.SLWCS.org](http://www.SLWCS.org)
2. Always be respectful and mindful of the fact that the villagers we work with are our partners and equals. That by agreeing to allow our projects to be established in their villages they are supporting our efforts to achieve the goals & objectives of our organization, projects and our aspirations.
3. Keep in mind that our project sites are home to others. So always be respectful, courteous, and always be aware of their need for privacy.
4. Treat the opinions, suggestions and ideas of our village hosts with respect and give them due consideration.
5. If ever there is an impasse with the villagers on any issue or issues.
  - Do not get into arguments.
  - Do not make threatening remarks.
  - Do not use profanity, other foul language or gestures.
  - Do not get into physical fights.
  - Do not make decisions under these circumstances without consulting your immediate project superior or any other senior SLWCS personnel.

**IF YOU CONTRAVENE ANY OF THE FOLLOWING REGULATIONS WE RESERVE THE RIGHT TO dismiss you instantly from the project and physically remove you from the project site and/or project residences. We will inform the local police that you are no longer a participant of the project and all travel, lodging and board agreements will become null and void with immediate effect. We will also report you to the relevant Sri Lankan authorities and as the case may be, your embassy. All support of any kind whatsoever will be withdrawn.**

**Do not at any time commit any sexual offences** or allow yourself to be placed in situations where even the APPEARANCE of an inappropriate relationship, behavior or sexual misconduct could be construed from your behavior. (For example: No two people of the opposite sex should be in the same room in an intimate setting without another third person being present and if unavoidable they should be visible to the outside at all times). This applies equally to all sexual misconduct whether heterosexual or homosexual in context including pedophilic activities. **Pedophiles will be arrested and prosecuted to the fullest extent of the law.**

Do not form any sexual liaisons or relationships with local villagers or with locally recruited personnel officially representing SLWCS, this includes field scouts, field assistants, field liaisons, contractors, and laborers at our project sites.

At any time you will not solicit for sexual favors or neither will you offer them nor take advantage if offered.

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You may not invite any person who is not authorized in writing by SLWCS to join or assist you in any project work or at project sites or residences for any purpose whatsoever.

Do not go to the villages to conduct project work after imbibing alcoholic beverages or consume any alcoholic beverages in excess or purchase, store or consume any illegal alcoholic beverages.

Do not use, distribute, buy, store, handle, or grow any kind of narcotics.

Do not invite any person from the local villages to supply or partake in the use of narcotics or alcohol.

Do not at any time solicit or obtain the support of the villagers to conduct activities such as hunting, poaching, collecting, logging or gem mining.

Do not at any time encourage the villagers to conduct activities such as hunting, poaching, collecting, logging or gem mining or any activity which would be a direct contravention of the laws and regulations of the Sri Lanka government including but not limited to the National Environment Act, the Fauna and Flora Protection Ordinance and the Forest Ordinance.

Do not ask the villagers to supply any game meat or forest products. Do not encourage the villagers by accepting or purchasing any kind of game meat or forest products.

Do not conduct any kind of **RELIGIOUS** or **POLITICAL** discussions or make any opinionated comments or statements on religions and politics. The Sri Lanka Wildlife Conservation Society is **not a religious or political organization. While you are at our project sites as a representative of the SLWCS please refrain from conducting any discourses on religion or politics.**

You will treat all places of religious worship, including religious idols, statues, places, trees and other edifices with utmost respect.

Always behave in a conduct becoming a scientist and a representative of the project.

Always carry your National Identity Card or some form official identification along with you into the field.

Where ever you go leave only footsteps and not garbage. Please carry away all of your garbage.

Do not carry weapons.

**COPYRIGHTS ON INFORMATION AND RESEARCH** – (This does not apply to visitors and visiting media personnel)

You must get written permission from SLWCS for use of any information or research gathered during your work with SLWCS. You must mention your source as SLWCS and the website in all publications, interviews or official documentation. We will require a copy of all such publications, transcripts of interviews or official documentation for our records. Permission will be given on a case by case basis – please email your documents to [research@slwcs.org](mailto:research@slwcs.org), fax to +941-573131 or +001-973-667-0576

## **CO-WORKERS**

If you feel a co-worker is violating this code of conduct (or the spirit of it) –it is your responsibility to take it up with him or her and if that does not solve the problem you must bring it to the attention of your supervisors. You will be held responsible if you do not do this as we must protect the local villagers from negative outside influences as well as protect the credibility and integrity of the Sri Lanka Wildlife Conservation Society.

## **DRESS CODE:**

**IMPORTANT, PLEASE NOTE: WE HAVE THE RIGHT TO ASK YOU STOP WEARING A GARMENT THAT WE MAY DEEM INAPPROPRIATE TO THE WORK YOU ARE DOING FOR US, OR CAN BE AN AFFRONT TO THE LOCAL PEOPLE AT OUR PROJECT SITES**

## **MEN:**

Please **DO NOT** wear the following kinds of clothes that would cause offense to our village hosts.

**Shorts:** You may not wear extremely tight and small shorts that may look obscene.

**T-shirts:** You may not wear T-Shirts that have obscene language, symbols, anti-religious, political, social & sexual statements, etc., on them. We have the right to ask you to stop wearing a T-Shirt that we deem offensive.

Do not wear any kind of attire or accessory that may distract the attention of your study subjects from concentrating or participating on the ongoing program you are conducting for the project.

**Swimming/Sunbathing.** YOU WILL NOT SWIM, BATHE OR SUNBATHE IN THE NUDE AT ANY TIME IN ANY PUBLIC AREA. Do not wear thongs or other skimpy swim trunks.

**WOMEN:**

Please DO NOT wear the following kinds of clothes that would cause offense to our village hosts.

**Shorts:** Not allowed in the field or while in the village. While at the project residences large casual shorts are allowed as long as they are not of see through material. You may not wear thongs, hot pants or any variations of these at any time. We have the right to ask you to stop wearing any lower body garment that we deem inappropriate to our project sites or village hosts.

**Skirts:** Long skirts that extend below the knees made of any material as long as their not made of see-through material.

**Trousers:** Denims and other casual pants are fine as long as their not too tight or of too thin material.

**Blouses:** You may not wear spaghetti strap blouses and other low-neck variants, and halter-tops. Also DO NOT wear blouses and other tops that bear too much of the midriff. We have the right to ask you to stop wearing an upper body garment that we deem inappropriate to our project sites or village hosts.

**T-shirts:** You may not wear T-Shirts that have obscene language, symbols, anti-religious, political, social & sexual statements, etc., on them. No sleeveless T-Shirts'. We have the right to ask you to stop wearing a T-Shirt that we deem offensive.

You will not wear any kind of attire or accessory that may distract the attention of your study subjects from concentrating or participating on the ongoing program you are conducting for SLWCS.

**Swimming/Sunbathing.** YOU WILL NOT SWIM, BATHE OR SUNBATHE IN THE NUDE AT ANY TIME IN ANY PUBLIC AREA. No two piece (bikini/thong) swimwear. Only one-piece swimsuits and long T-Shirt for swimming. You must cover yourself with a bathrobe, bath-towel, long T-Shirt, sarong or long shorts when out of the water.

***PLEASE REMEMBER THE CODE OF CONDUCT IS THERE TO SAFEGUARD YOU AND NOT TO STOP YOU FROM HAVING A UNIQUE AND MEMORABLE EXPERIENCE AT OUR PROJECT SITES. IT IS THERE FOR YOUR OWN SAFE CONDUCT TO ENSURE THAT YOU OBTAIN THE MAXIMUM ENJOYMENT FROM THE WORK YOU HAVE COME TO DO IN SRI LANKA. WHEN IN DOUBT ALWAYS ASK FROM YOUR SUPERVISORS OR FROM SLWCS PERSONNEL.***

OUR MAIN GOAL IS THE CONSERVATION OF THE ENDANGERED BIODIVERSITY OF SRI LANKA. OUR EFFORTS AT THE VILLAGE LEVEL ARE TO ESTABLISH PARTNERSHIPS WITH THE VILLAGERS TO OBTAIN THEIR SUPPORT TO ACHIEVE THIS GOAL.

I ..... holding passport/ID number.....  
Agree to abide by all the conditions listed above and solemnly promise to protect the Sri Lanka Wildlife Conservation Society from any lawsuits or problems that may occur due to my contravening the above Code of Conduct or other laws of Sri Lanka and pay for all legal fees and damages caused. Copies of ID / Passport are attached.

.....  
Signature mm/dd/yy

.....  
Witnessed By