



TOOLS FOR LIFE Foundation: Code of Conduct

The principles of the TOOLS FOR LIFE Foundation, which comprise the basis of this code of conduct, are derived from the shared values of the founder, the board, and the staff of the TOOLS FOR LIFE Foundation. The 5 values of the TOOLS FOR LIFE Foundation are philanthropy/charity, teamwork/cooperation, integrity/professionalism, passion, and sustainability.

The employees of the TOOLS FOR LIFE Foundation live by these principles and would like our project partners and target groups to respect and implement these principles as well.

The work of the TOOLS FOR LIFE Foundation is guided by the following principles:

Non-discrimination: Discrimination on the basis of gender, race, religion, age, and origin will not be tolerated. Trust and collaboration on a level playing field is encouraged.

Protection of women's and children's rights: Women and children are often disproportionately affected by injustices. The promotion of women's and children's rights is particularly important. Exploitative child labor and sexual harassment will not be tolerated.

Contractual and legal compliance: Agreements and contracts will be upheld. The laws in Germany and in the countries of our projects will be observed.

Transparency: Professional actions and motives should be accounted for and comprehensible. Donations are to be used to forward our projects. The progress of our projects will be documented and published.

Confidentiality: Unauthorized individuals are not to discuss matters about TOOLS FOR LIFE, the cooperation partners, and other third parties which are recognized under our collaboration. Confidentiality remains applicable after the termination of joint projects and/or employment relationships. It does not apply to communications over facts which are common knowledge or do not require discretion.

Working in Partnership: TOOLS FOR LIFE works with our project partners and target groups in a trusting, fair, and reliable manner. The behavior amongst colleagues is based on mutual respect. Constructive collaboration is encouraged.