

# **CODE OF CONDUCT FOR NEWCLIMATE INSTITUTE**

**OCTOBER 2024**





# INTRODUCTION

**This Code of Conduct sets out NewClimate's values, principles and mode of working and interacting both within the company and with our partners, funders, associates, and wider stakeholders. The Code applies to all members of the NewClimate community, including regular and temporary staff, student workers, and interns. The Code is reviewed on a regular basis and officially approved by the legal shareholders of the organisation.**

## PURPOSE OF THE ORGANISATION

NewClimate Institute is a non-profit organisation that pursues exclusively and directly charitable, tax- privileged purposes as defined by the German tax code. The organisation does not primarily pursue its own economic interests.

Driven by the urgency to solve the climate crisis, NewClimate is committed to facing difficult questions and dissecting them to identify, analyse and implement solutions together with our partners and funders. We strive to provide balanced, fair and effective solutions underpinned by the latest available science, with the goal of limiting temperature increases to 1.5°C. Our outputs are designed to be shared and used as open resources. We translate our research and analysis into clear, actionable guidance and recommendations in accessible formats, enabling stakeholders to take bold climate action or convince others to do so.

## OUR VALUES

The staff of the organisation have agreed on a set of overarching values that underpin and guide our regular work. Everyone is encouraged to raise concerns in cases where these values are not recognised.

- **Impact** – The purpose of our work is to create a positive impact on the climate and accelerate efforts to halt global warming. This means that our work is relevant and implemented effectively.
- **Fun** – Work should be fun. Whether something is fun to do or not is an important criterion for our regular decisions.
- **Openness** – We communicate openly with each other, being clear and honest, letting everyone be heard, and providing positive and negative feedback to each other regularly.
- **Trust, Reliability, Fairness** – We strive to create a spirit of trust and reliability. We always treat each other fairly, meaning that in similar situations, we treat each other equally, while considering varying needs.
- **Inclusiveness** – Decisions are made involving those who are affected by them.
- **Team Spirit** – Our work is always a team effort. Each team member has a particular and important role. We support each other in our daily work. Individual challenges are also shared among all. Team effort is crucial to achieving the high quality of our work.
- **Work-life balance** – We strive to create an environment that promotes a balanced workload.

Following from these organisation values, all members of the organisation agree to the principles set out in this Code.

## **1. COMMITMENT TO CLIMATE ACTION, SUSTAINABILITY AND SCIENTIFIC INTEGRITY**

NewClimate is committed to advocating for policies and initiatives that address the urgent challenges of climate change. Our work is guided by the principles of sustainability, resilience, and equity, with a focus on promoting solutions that benefit both people and the planet. We are dedicated to upholding the highest standards of scientific integrity in our research, analysis, and advisory work. We prioritise evidence-based approaches and strive to communicate climate science accurately and transparently.

## **2. ENVIRONMENTAL RESPONSIBILITY**

NewClimate is committed to minimising our environmental footprint and promoting sustainable practices in our operations and activities. We strive to reduce waste, conserve resources, and minimise greenhouse gas emissions in line with our mission to combat climate change.

Our “Climate responsibility” approach addresses our own climate footprint in a transparent and constructive way. → **Our Climate Responsibility Approach | NewClimate Institute**

## **3. COLLABORATION AND ENGAGEMENT**

NewClimate is committed to fostering collaboration and engagement with a diverse range of stakeholders, including policymakers, scientists, civil society, businesses, and communities. We believe that addressing climate change requires collective action and collaboration across sectors and disciplines.

We conduct our engagement and outreach activities ethically and responsibly, respecting the rights and dignity of all individuals and communities. We strive to engage with stakeholders in an inclusive, respectful, and culturally sensitive manner.

All members of NewClimate are expected to be respectful and considerate of others, communicate openly and thoughtfully with others, and to respect different viewpoints and experiences.

## **4. TRANSPARENCY AND ACCOUNTABILITY**

NewClimate is committed to maintaining transparency and accountability in our operations, including our funding sources, partnerships, and decision-making processes. We disclose any potential conflicts of interest and ensure that our work is free from undue influence.

NewClimate is governed by a group of shareholders that provide oversight and guidance to ensure adherence to our mission and values.

## 5. CONTINUOUS LEARNING AND IMPROVEMENT

NewClimate is committed to continuous improvement in our operations, governance, and impact. We regularly evaluate and review our policies, practices, and performance to identify opportunities for enhancement and innovation.

We embrace a culture of continuous learning and development, seeking feedback and evaluating our impact to enhance the effectiveness of our work. We remain open to new ideas, evidence, and perspectives that can contribute to more effective climate solutions.

## 6. NON-DISCRIMINATION

We believe that diversity is an asset. We work together to create an inclusive community for all staff and embrace the complexity and individuality that each staff member contributes to the organisation. We promote access to equal opportunities. We do not discriminate on any basis, including but not limited to race, gender, sexual identity, sexual orientation, age, religion, belief, origin, nationality culture, disability, and other various visible and non-visible characteristics that form a person's identity. Diversity and inclusion are important considerations in all activities that NewClimate engages in and organises.

Our 'Equal opportunities policy' highlights our core values and approach to current and future employees, partners, and funders. It reaffirms our commitment to ensuring equal opportunities for all employees. → [Work with us | NewClimate Institute](#)

## 7. ANTI-HARASSMENT

NewClimate is committed to providing a safe environment and a harassment-free experience for everyone. We have a zero-tolerance policy for any form of harassment in the workplace. Harassment is defined as any verbal or physical conduct intended to threaten, intimidate, or coerce an employee, co-worker, or anyone working with NewClimate. This includes, but is not limited to, sexual jokes and innuendos, verbal abuse, comments about an individual's body, leering, whistling or touching, and any other inappropriate physical, verbal or visual conduct.

Members of NewClimate are encouraged to promptly report any complaints or concerns to our Human Resources team. NewClimate is committed to preventing, correcting, and disciplining behaviour that violates this policy while ensuring protection against retaliation for those who report harassment.

Any employee who engages in harassing behaviour is subject to appropriate and immediate action in response to violations, up to and including contract termination.

## **8. NON-CORRUPTION**

NewClimate is committed to preventing and addressing corruption in all its forms. Corruption is defined as the abuse of entrusted power for private gain, including bribery, embezzlement, fraud, nepotism, and other unethical practices.

Members of NewClimate are encouraged to report any suspected instances of corruption. Our Whistleblower Policy provides a mechanism for employees to confidentially report wrongdoing within NewClimate Institute without fear of retaliation. The identity of the whistleblower is protected in accordance with German law.

## **9. COMPLIANCE WITH LAWS AND REGULATIONS**

NewClimate is committed to complying with all applicable laws, regulations, and ethical standards governing our activities. We strive to conduct our work in accordance with the highest legal and ethical principles.

## **10. CONFLICT OF INTEREST MANAGEMENT**

Members of NewClimate are required to disclose any actual or potential conflicts of interest that may arise in the course of their duties. Conflicts of interest must be managed transparently and appropriately to maintain the integrity and credibility of our organisation.

## **11. REPORTING VIOLATIONS**

Members of NewClimate who becomes aware of a potential violation of this Code of Conduct are encouraged to report it promptly to the appropriate authorities within the organisation for investigation and resolution.

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