

BAMBOOS Code of Conduct Policy

Version	Date	Prepared by	Approved by	Description
2.3	30 th of July 2026	Somalita Keo Country Manager	Rasmus Bartholomæussen Founder	Code of Conduct Policy

I. POLICY BRIEF AND PURPOSE

The Code of Conduct (CoC) outlines the expectations of BAMBOOS regarding the behaviour of all persons acting for or on behalf of or are otherwise involved in BAMBOOS.

BAMBOOS promotes freedom of expression and open communication. To ensure this approach, avoid inappropriate behaviour as well as protect the reputation and image of BAMBOOS, this CoC shall provide the respective guidelines.

Every addressee is responsible to foster a respectful, positive, well-organized and collaborative environment and culture within BAMBOOS as well as representing BAMBOOS, and is thus responsible for the image and reputation of BAMBOOS.

II. ADDRESSEES

This policy applies to all persons involved in the affairs of BAMBOOS irrespective of rank and position (Related Persons). This includes board members, employees, volunteers and other auxiliary persons being active for the NGO located in Siem Reap (Cambodia) as well as the association BAMBOOS located in Denmark.

The CoC applies during the time a Related Person is active for BAMBOOS as well during any time the person is representing BAMBOOS or may be perceived as member of or acting for BAMBOOS.

Related organisations providing services in favour of BAMBOOS as well as donors shall be made aware of this CoC.

Related Persons shall read, understand and apply to the rules outlined in this CoC. In case of questions or uncertainty about the provisions as follows, shall the Chairman of the Board of Directors of the Managing Director of BAMBOOS be notified for clarification.

III. ESCALATION, VIOLATION AND EXCEPTIONS

The violation of this CoC leads to disciplinary actions by BAMBOOS. Possible actions range from an oral or written reprimand to a dismissal with immediate effect. Claiming compensation for damages, legal action based on labour and/or criminal law are reserved explicitly.

Responsible for disciplinary actions is solely the Board of Directors of BAMBOOS. No action shall be taken without hearing first the statement of the person presumably violating the CoC.

Related Persons shall inform either the Chairman of the Board of Directors or the Managing Directors of BAMBOOS in case of any observations that this CoC was or is about to be violated. BAMBOOS guarantees that reporting such observations does not lead to any BAMBOOS internal disciplinary actions for the person who reports.

The Board of Directors of BAMBOOS may grant exceptions to this CoC upon request of an addressee or by own initiative in cases the core of the CoC is not affected.

IV. POLICY ELEMENTS

1. General Expectations

Related Persons are fully committed to the common goals of BAMBOOS. To fulfil the tasks of BAMBOOS, it is essential that every Related Person prioritise the goals of BAMBOOS over private objectives.

BAMBOOS can only be successful if working as a team by using everyone's qualities and competences irrespective of the role and position. We shall teach each other, listen to each other and learn from each other constantly to improve our capability to fulfil our goals in the best possible way. We shall encourage and support each other, no one shall be left behind, and every opinion is precious and shall be considered.

Any Related Person is important for BAMBOOS and shall share thoughts and ideas whenever considered as convenient. Criticism shall be shaped in a constructive way and shall not be understood as a personal offence but rather as an important instrument to improve our work.

2. Compliance with Law and Instructions

Related Persons are responsible for protecting the legality of BAMBOOS. We shall comply with all local laws, specifically environmental, safety, criminal and labour law.

BAMBOOS expects employees to act ethical and responsible, when dealing with BAMBOOS finances, equipment, infrastructure, local communities as well as anything else influencing the image of BAMBOOS.

In addition, it is expected that Related Persons are following the instructions provided by their manager and the Board of Directors of BAMBOOS. In case of differences, the instruction of the Board of Directors prevails.

It is forbidden to being involved or supporting child labour and committing or receiving any kind of bribe or other advantage. Gifts of a small value (up to 20 USD or 80,000 Riel, either at once or accumulated per month) that are in line with local customs, can be provided and accepted. In any case, the manager must be informed about such gifts immediately.

If local law hinders a Related Person to perform a task, the local law prevails in any case and the situation shall be escalated to the direct report.

3. Respect and Fairness

BAMBOOS maintains a culture of respect and fairness as well as equal opportunity. Related Persons shall respect their colleagues, affiliated persons, partners, the beneficiaries of the work of BAMBOOS as well as the local community.

BAMBOOS does not allow any kind of discrimination, harassment (including explicitly sexual harassment) or victimization. Neither gender, sexual orientation, skin colour, nationality, political and religious preferences nor any other personal aspect shall have any influence in treatment of a person including recruitment, salary and promotion. In addition, beneficiaries shall not be chosen based on such criteria.

Related Persons in the role of a direct report shall abstain from abusing the respective power coming along with such a role at any time. In addition, decisions shall be based on objective criteria as well as reasons shall be given for their actions to provide transparency.

Work with children requires special care. Children shall be treated with the highest level of respect and caution to avoid negative influence as well as abuse as tourist attraction. Direct donations to children must be avoided. If taking pictures, children shall not be arranged accordingly, and ongoing classes shall be disturbed.

Taking pictures of children not wearing proper clothing is prohibited and children shall not be lifted. Touching the head of a child shall be omitted if not essential for the help provided by BAMBOOS. Making pictures of children public (such as posting on Facebook) is generally prohibited and in exceptional cases permitted if pre-approved by the Managing Director of BAMBOOS. For marketing purposes of BAMBOOS, pictures of children may be used.

4. Interaction with Communities

BAMBOOS does support local communities in Cambodia by providing help to carefully selected beneficiaries. While doing so, Related Persons shall respect local culture, traditions and customs, abstain from any offensive behaviour and include local communities in activities. Furthermore, no action shall be undertaken that in any way endanger the security, stability and public order or jeopardize national security or national unity.

BAMBOOS is a non-political organisation and therefore Related Persons shall abstain from political statements as well as from taking a political position while representing BAMBOOS.

Related Persons shall at any time have a humble appearance and abstain from showing off a luxury or otherwise inappropriate attitude while representing BAMBOOS.

5. Interaction with Authorities and Media

It is up to the Managing Director of BAMBOOS to deal with Authorities and Media. If other related persons are approached accordingly, the requests shall be forwarded to the Managing Director without providing specific information about BAMBOOS and its activities to the requestor.

6. Decisions, Differences and Conflicts

Strategic decisions are taken by the Board of Directors of BAMBOOS based on the inputs provided by the Managing Director and the manager and the staff in Cambodia and other Related Persons. The board may delegate specific competences.

If different opinions or conflicts occur, they shall be addressed immediately and resolved respectfully and in a constructive manner by all parties involved. Solutions must be in line with BAMBOOS statutory provisions as well as the strategy and shall follow the rules outlined in this CoC.

If the parties involved do not come to a common agreement, the Managing Director shall be contacted for mediation. In case no agreement can be found that fits all parties involved, the Board of Directors of BAMBOOS shall be contacted for final decision to be taken after considering all statements.

7. Infrastructure and Equipment

The infrastructure and equipment BAMBOOS offers to Related Persons for their usage such as the office, computers and bikes shall be treated carefully and protected against damage and vandalism. Equipment shall be prevented from being stolen or otherwise removed.

In case of disappearance or damage, the direct report shall be informed immediately.

8. Amusements

Generally, Related Persons who are on duty, shall be sober and abstain from consuming alcohol and narcotics during working hours. Exceptions concerning alcohol consummation can be made in cases such as festivities if approved by the direct report.

In addition, Related Persons shall abstain from consuming narcotics at any time (including spare time) if a relation to BAMBOOS is perceivable as well as from making use of any sexual services offered against compensation and any other activity that may damage the reputation of BAMBOOS.

9. Social Media

Every Related Person is responsible for the image and reputation of BAMBOOS. It is generally allowed to link social media profiles of a Related Person to BAMBOOS and post BAMBOOS related topics. If doing so, all posts (including non-BAMBOOS related posts) made on Facebook and other social media shall not include topics that harm the reputation of BAMBOOS or in any other way influence BAMBOOS negatively.

V. REVIEW

This Policy shall be reviewed at least every two years, or earlier if required due to changes in legislation, donor requirements, organizational activities, or identified risks.