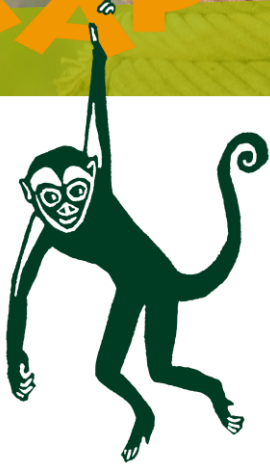




AAP



THE AAP CODE OF CONDUCT AND INTEGRITY

DECEMBER 2025

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AAP FUNDAMENTALS – INTRODUCTION

At AAP, we are committed to a just, safe and inclusive environment for people and animals every day. Our mission is to rescue animals in need today and prevent the suffering of many more in the future. All employees and individuals involved in AAP's mission are committed to this overarching ideal; improving animal welfare. This Code of Conduct and Integrity helps us to treat each other, animals and our environment with care, respect and professionalism. It is firmly rooted in the core values of AAP; Dedication, Accessibility and Vigorousness. The AAP Code complies with (Dutch) law, rules and regulations on violations and handling reports and the sector's (CBF) guidelines and best practices. Together with the detailed guidelines as laid down in specific policy documents or protocols, the code provides guidance in our daily activities. It is a living framework that promotes (open conversations about) ethical behaviour, justice, and accountability.

The AAP Code applies to all AAP personnel, including volunteers, paid staff, and interns. Relevant parts of the AAP Code also apply to people who represent or work for AAP in another capacity, such as freelancers, members of the Supervisory Board or external service providers. For representatives, the code may need to be interpreted in conjunction with applicable regulations or guidelines relating to the nature of the contract, the assignment or the position.

All AAP staff and managers are expected to:

- Read, understand and uphold the (spirit of the) AAP Code in daily practice.
- Ask questions when in doubt and seek guidance before acting.
- Report violations or concerns promptly and respectfully.
- Reflect on their behaviour and impact it may have on individuals or groups of individuals.

AAP's managers are also expected to:

- Ensure all team members are familiar with the code.
- Create a safe space for dialogue and reporting.
- Act promptly and proportionately on violations.
- Lead by example in all areas of conduct.

AAP representatives are expected to:

- Read, ask questions, and uphold the AAP Code when it comes to conducting activities for AAP before acting on behalf of AAP.
- Report violations or concerns promptly and respectfully.

Failure to adhere to this code of conduct will lead to proportional corrective measures ranging from (written) warnings to disciplinary measures up to terminating the contract with staff or partners.

COMPANY ETHICS

At AAP, we are thoughtful in everything we do – guided by the belief that every (exotic) animal deserves a life free from suffering. We act with integrity, respect, and transparency – for the animals, the environment and with each other. We expect the same from everyone who works for or represents AAP. The goals and ethics of AAP influence how AAP staff and representatives interact with animals both within the organisation and more broadly – for example, in private animal ownership, in sports and entertainment activities involving animals, in hobbies where animals play a role, in professional contexts, or through membership in clubs, organisations, groups, or institutions related to animals. All staff and representatives shall refrain from any form of cooperation with animal extremism that is punishable by law. This includes committing or participating in minor offences or criminal acts carried

out in the context of animal extremism. Staff and representatives shall also not be affiliated with any organisation engaged in animal extremism or radical animal activism whose actions are punishable by law.

All staff are familiar with and endorse the ambitions, goals, and house rules as set out in our strategic plan, as well as all relevant working protocols and policy documents.

1. FINANCIAL AND MATERIAL INTEGRITY

Donors – in the broadest sense – entrust AAP with financial and other resources to support its mission. To ensure that these resources are used effectively, efficiently and for this purpose, AAP has established policies and processes that govern their use. Specific work instructions are referenced within these policies and related procedures. This code outlines integrity violations concerning the use of financial and other resources.

Definitions of Violations:

- Fraud: intentional deception to secure unfair or unlawful gain.
- Theft: unauthorised taking of property or funds of AAP for personal benefit.
- Misuse of Resources: using organisational assets for personal benefit.
- Conflict of Interest: a situation where personal interests could improperly influence professional decisions.

All AAP staff and representatives are expected to:

- Use funds and materials prudently and only for their intended purpose.
- Disclose personal or financial interests that directly affect AAP's mission, property or organisation.
- Refrain from using organisational assets for personal benefit.

All AAP managers are expected to:

- Understand, apply and monitor financial procedures and actions.
- Ensure registration of disclosures of financial interests.
- Ensure objective procurement practices.
- Investigate irregularities promptly and confidentially.

2. POWER AND RESPONSIBILITY

In order for AAP's staff and representatives to do their work, AAP gives specific authority to them, in the form of roles with mandates, responsibilities and capacities. AAP expects staff and representatives to handle the authority given to them with the utmost care. Below we define the limits for using the powers given to staff and representatives responsibly.

We expect our staff, managers and representatives to understand how power works and to handle it in their relationships responsibly and with integrity. Managers have extra responsibility in deeper awareness, self-reflection, avoiding the wielding of power, apparent conflict of interest and favouritism. We expect special carefulness in professional and personal relations when there is power-disbalance as a result of differences in hierarchy in roles, such as between staff or representatives and volunteers.

Definitions of Violations:

- Abuse of power: using one's position to gain personal advantage, financial or otherwise, or to harm others, such as through extortion or blackmail.
- Bribery: offering, seeking or accepting services (personal or otherwise), resources or any other advantage by abuse of trusted power or conflict of interests for personal gain or organisational benefit.

- Unethical influence: pressuring authority or relationships for personal benefit.

All AAP staff and representatives are expected to:

- Be aware of their influence and avoid misusing it.
- Speak to their manager or communicate through another integrity reporting channel like TrusTool in case of ethical concerns or suspected conflict of interest.
- Avoid non-professional relationships that could compromise impartiality, especially in hierarchical roles.

All AAP managers are expected to:

- Monitor team dynamics for signs of misuse of power, or coping behaviours caused by power imbalance.
- Encourage open discussion of ethical dilemmas.
- Require disclosure of external roles and assess them for potential conflicts of interest.

3. INTERPERSONAL INTEGRITY

Everyone, regardless of background or identity, should feel welcome, valued, safe, and treated with fairness in all circumstances.

We work to achieve an organisational culture in which we foster respect, diversity and inclusion for all. We treat everyone, individually or as a group respectfully and make no distinctions based on personal differences. We work actively to ensure equal opportunities for all, and to remove barriers that may prevent full participation.

Interpersonal violations include any form of discrimination, intimidation, bullying, harassment or exclusion, as well as failure to respect or recognise personal integrity or consent – particularly towards vulnerable individuals – and any similar actions or inactions.

Definitions of Violations

- Discrimination: unequal treatment or expressions based on e.g. ethnicity, gender, age, religion, cultural background, health, personal characteristics, lifestyle or sexual orientation.
- Bullying: (repeated) intentional physical or mental harm, intimidation (e.g. verbally attacked, joked about, humiliated, offended), exclusion or threatening of someone.
- Mobbing: group bullying or exclusion.
- Sexual harassment: unwanted and unsolicited sexual advances or conduct.

All AAP Staff and representatives are expected to:

- Treat everyone with dignity and fairness.
- Avoid any form of discrimination, harassment, or exclusion.
- Speak up about and/or report inappropriate behavior.

All AAP managers are expected to:

- Address complaints swiftly and sensitively.
- Lead by example in fostering inclusive practices and team-building.
- Support affected individuals

4. PROFESSIONAL CONDUCT

We uphold high standards of collaboration, accountability and care for humans and animals. We expect our staff and representatives to be fully committed to our mission. We commit to follow relevant

legislation and guidelines, procedures or codes that are common standard in our sector (animal welfare, NGO and charity organisations) and/or specific professions within the sector.

A Professional violation involves culpable behavior or negligence which results in demonstrable and significant harm towards animals, colleagues, partners or allies, or the reputation of AAP.

Definitions of Violations:

- Negligence: failure to take proper care in professional duties.
- Unprofessional behavior: actions that may damage trust, collaboration, or reputation.
- Conflict of commitment: divided attention due to side activities.

All AAP staff and representatives are expected to:

- Work toward clear, evidence-based goals.
- Share knowledge, insights, and support colleagues.
- Be transparent about side activities and avoid those conflicting with the commitment for AAP.
- Be accountable for their actions.

All AAP managers are expected to:

- Set clear expectations and provide regular feedback.
- Encourage knowledge sharing, peer support and trust in others.
- Address performance or conduct issues timely and constructively.

5. GIFTS, INVITATIONS, AND SPONSORSHIPS

All employees and representatives are required to maintain their independence and transparency in external relations and are aware of and act to prevent any suspicion of conflicts of interest.

Definitions of Violations:

- Improper influence: accepting gifts or favours that may (have the suspicion of) bias decisions.
- Undisclosed benefits: failing to report gifts or invitations.
- Conflict of interest: sponsorships that serve personal interests.

All AAP staff and representatives are expected to:

- Accept only modest gifts and submit them for an internal raffle.
- Refuse gifts delivered to private addresses.
- Disclose invitations for events related to AAP-role, and ask permission prior to accepting to prevent any suspicion of a conflict of interest.

All AAP managers are expected to:

- Discuss potential conflicts in team meetings.
- Ensure sponsorship decisions are made collectively and transparently.

6. REPORTING AND ACCOUNTABILITY OF (SUSPECTED) VIOLATIONS

To ensure a safe and pleasant working environment, it is important that everyone takes the responsibility to address suspected violations of this code promptly and constructively. AAP aims to ensure safety and provides secure, accessible, and confidential reporting mechanisms like the TrusTool web app.

Definitions of Violations:

- Failing to address suspected violations by using the designated reporting mechanisms.
- Failing to cooperate in investigations and/or to uphold confidentiality.

All AAP staff and representatives are expected to:

- Report concerns or violations by using the designated reporting channels.
- Cooperate with investigations and uphold confidentiality.
- Support a culture of accountability and learning.

All AAP managers should:

- Inform staff of reporting channels and protections.
- Take all reports seriously and act without unnecessary delay.
- Protect whistleblowers and document outcomes thoroughly.
- Ensure the safety of everyone involved in processes around reports or investigations.

7. COMMITMENT TO CONTINUOUS IMPROVEMENT

The AAP Code evolves with our mission and context. It intends to provide a living framework that promotes (open conversations about) ethical behaviour, justice, and accountability. It is in everyone’s interest to participate in the continuous improvement of our ethical practices and code of conduct.

Definitions of Violations:

- Non-participation in efforts towards continuous improvement around ethics and ethical practice.

All AAP staff are expected to:

- Reflect on their conduct and seek feedback.
- Participate in required training and ethical discussions.
- Contribute to improving the code and its application and keeping it relevant.

All AAP managers should:

- Review the code annually with their teams.
- Encourage feedback and suggestions for improvement.
- Integrate ethical reflection into team practices.

By signing this document I, (full name), declare that I will act in accordance with this code of conduct and integrity.

_____ signature

_____ date