Policy document of Regnskogsföreningen (RF)

Latest update 2026-10-28

The policies were adopted by the Board of Directors 2021-04-11 and greater revision is made possible at an annual meeting. The Board is responsible for being updated. The policies are monitored and discussed by the Board and active members when needed and normally at least annually.

1. Remuneration Policy

2. Purchase Policy

3. Equality Policy

4. Environmental and Climate Policy

5. Conflict Policy

6. Anti-Corruption Policy

7. Conflict of Interest Policy

1. Renumeration Policy

The salary policy shall ensure reasonable, fair and transparent compensation that supports the association's purpose.

Salaries shall be set on objective grounds based on responsibility, competence, and performance, as well as the association's financial situation.

Unjustified pay disparities shall not occur.

Decisions on employment, fees, remuneration and benefits are made by the Board.

The highest level of remuneration possible is a benchmark for salaries as closely related as possible to the specific occupational function involved. However, given the RF´s policy of minimizing own costs, voluntary or below-market salary work is preferred when this does not compromise quality and compliance.

Salaries for the coming year will be approved at the last Board meeting of the year, with the possibility of approval at a later stage if new conditions emerge.

Current tax rules must be followed for wages and allowances. Per-diem allowance when abroad to visit project partners will be paid according to the rates set by the Swedish Tax Authority. Travel should be by economy class and lodging should be in middle-class hotels or cheaper, if it is not free accommodation in villages.

Any costs incurred by staff, board or active members and considered relevant to be compensated by the Association are paid by it to the account of the person involved after invoice or payment receipt is received from the member. Advance payments are normally not made. If there is reason to make an advance payment for a planned cost, an invoice with a detailed description of the planned cost and justification for it must be received by RF in advance, to be reviewed, approved and signed by two board members with signatory rights. There are no benefit packages.

Work on the board is in general non -profit. However, the chairman may be renumerated in relation to work effort.

Expenses for representation and the like should be small and moderate.

2. Purchase Policy

For both RF and for all partners with funding from the association, Sida's updated principles for purchase and procurement are followed, including:

- No price comparisons or procurements are required for purchases up to SEK 20 000 (excl. VAT). (Note: Sida only requires 50 000 SEK but RF requires 20 000 in its agreements with partners). The invoice documentation or receipt shall always clearly show what forms the basis of the cost.

-Simplified tendering shall be done for all procurements (goods and services) above the value of 20 000 SEK excluding VAT. Written price comparisons shall be made from at least three providers and the decision shall be documented in writing. The procurement is not done in free competition, but good business practice shall still be observed.

-Selective tendering shall be done for all procurements (goods and services) above the value of 300 000 SEK excluding VAT. Selective tendering means that at least three providers shall be invited in writing to submit written tenders. See further rules in chapter 3 below.

As part of the annual budget procedure of RF and its partner organizations in the case of funding from the association, purchases are identified for which a price comparison is motivated for at least three alternatives. The procurement plan should be monitored with the association receiving notice of written price comparisons with quality and time validity, with documentation of the procedures and the evaluation and decision made.

3. Equality Policy

Gender equality means that women and men are treated equally, with an even distribution of power and influence.

In RF, where the work is largely carried out on a voluntary basis with a limited number of active members, the selection to the Board should include gender equality. The Board seeks a balance between women and men, both in terms of numbers and in the positions with the greatest influence. Prior to the annual meeting, the nomination committee makes a compilation of the board based on these aspects.

RF shall have a dialogue with partners regarding gender equality both before and during the project implementation. In analysis of the partner and its application, gender equality aspects must be analyzed specifically and documented in the decision on funding.

4. Environmental and Climate Policy

Respect for the environment and climate permeates the operations of RF, and is a main goal for the association. Funded projects will aim for the greatest possible protection of tropical rainforests and their biodiversity. Sustainability is central.

RF as far as possible attempts to not affect the environment and climate negatively in its operations. In the case of air travel, this may be compensated by reliable systems, which are recommended by the Board. When choosing flights, the number of stopovers and travel route should be taken into account. RF also tries to choose electronic products that have a long service life to limit the electronic waste.

RF has a continuous dialogue with partners regarding the environment and climate both before and during project implementation. The partners are encouraged to conduct a climate analysis for each project.

5. Conflict Policy

RF strives for not creating or strengthening conflicts, while the protection of rainforests take place in a vulnerable environment where many interests take part. So far, the association has chosen to collaborate with organizations that are distinguished by navigating successfully in this difficult environment. Its larger partners work to identify basic causes of the problems, interact or even gather the actors involved and then find understanding and, if possible, common goals.

RF encourages its partners to conduct a conflict analysis, identify risks and possible ways to deal with them.

RF operates on the basis of a non-violence procedure.

6. Anti-Corruption Policy

RF assumes Transparency International's definition of corruption: “When someone - organization, institution, company or individual - enters into his own or another's undue gain through its position. The gain may include economic as well as other benefits, such as increased influence, improved reputation, political recognition, voter voices and sexual or other services. Such benefits can be obtained in exchange for, for example, food, shelter, protection or other. But corruption may also be failure to take an action, for example not to report a suspected person. "

RF follows ForumCiv´s anti-corruption guidelines and will counteract corruption in all its aspects. Each board member must have read the guidelines. The association's attitude to corruption is to always prevent, never accept, always inform and always act, also in situations where the result may be that operations are delayed, hindered or completely impossible.

RF´s web page details the whistleblower function and what to do if an irregularity is suspected. If somebody suspects that someone has committed a violation of rules or

law pertaining to RF or its funding to partners, this should primarily be reported to the chairperson of the Board, and secondly to another board member (the contact person on the website). To report anonymously, the notifier can create an anonymous email address. Upon notification, the case will be handled promptly, usually by gathering a few other board members. If action is required, this will be taken up at a board meeting. If relevant, the necessary changes will be made to avoid similar cases in the future. The notifier is immediately informed that the case was received and how the association handles the case. The association informs about this on the website in English and Swedish.

RF shall have a dialogue with partners regarding anti-corruption and both before and during the project implementation.

7. Conflict of Interest Policy

The Conflict of Interest Policy applies to Regnskogsföreningen's elected representatives, others who perform a fiduciary role within the scope of Regnskogsföreningen's activities, and employees. It applies to decisions, and other activities carried out in the name of Regnskogsföreningen.

The Conflict of Interest Policy aims to ensure impartiality and equal treatment in Regnskogsföreningen's activities.

A conflict of interest under this policy exists when someone covered by the policy takes an action in the organization's operations that is biased, benefits themselves, or is taken without contrary to the best interests of Regnskogsföreningen.

Examples of conflicts of interest:

1. If a person, or someone close to them, has a personal interest in the matter at hand, or if the outcome of the matter is expected to result in significant benefit or harm to the person or someone close to them. Examples of such situations include grant decisions, procurement, partnerships, recruitment and consultant contracts.

2. If there are any other special circumstances that could undermine confidence in someone's impartiality, for example, if someone is a friend or adversary of a party or stakeholder in the matter, financially dependent on a party or stakeholder, or involved in the matter in such a way that there may be reason to question their impartiality.

These examples are not exhaustive when assessing whether a conflict of interest may exist.

If there is any doubt regarding a conflict of interest involving anyone covered by this policy, the matter must be reported to the chair of the board or, for employees, to the program coordinator. A whistleblower function is available on our website.

In cases where the suspected conflict of interest involves the chair or executive director, another board member may act as the contact person.

Decisions regarding conflicts of interest are made by the board or, for employees, by the program coordinator, unless the person with the conflict of interest voluntarily recuses themselves from participating in decisions, and other activities. In matters concerning the chair, the remaining board members shall determine whether a conflict of interest exists.

Measures related to conflicts of interest must be documented. The chair of the board is responsible for documentation, and for employees, the program coordinator is responsible. The Conflict of interest policy must be made available to members, partners, and funders via Regnskogsföreningen's website.

Board members and senior staff are required to annually disclose relevant financial, organisational, or personal interests.