

 <i>Introduction</i>		
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1. **POLICY:** It is Elephant Thoughts Policy to abide by the guidelines set out in the Charter, Code of Ethics and Business Conduct document (attached) to ensure that all parties are aware of the objectives / expectations of the organization.

2. **PROCEDURE:**
 1. This document has been divided into sections outlining expectations for each area, including:
 1. Part A: The Organization
 2. Part B: The People Who Comprise Our Organization, Conflict of Interest, and Confidential and Proprietary Information
 3. Part C: The Work We Do
 4. Part D: Financial Guidelines
 2. See attachment for details.

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Defining Statement for the Organization:

Charter, Code of Ethics and Business Conduct

Elephant Thoughts’ mandate is to contribute to improving the state of education for children all over the world despite economic, political, or geographic barriers. Our educational endeavours follow the strictest practices in order to cultivate environmental and cultural stewards and over all exceptional global citizens within the students we reach. The mandate of our organization is as follows:

1. To advance education by building and operating schools in developing nations, providing training to local teachers and developing education curriculum.
2. To advance education by developing and providing innovative programs which provide greater success rates in post secondary education targeted to at risk and under privileged students or children living in remote and/or impoverished communities.
3. To build and maintain Friendship Centres to serve as training centers to provide on the job skills training to hard to employ and unemployed persons in developing communities, as well as to teach trade skills to hard to employ persons living in remote and developing communities.
4. To promote and strengthen volunteerism for the benefit of communities at large through broad based activities.

All individuals involved with this organization acknowledge that being able to lead a life of helping others is a tremendous gift. We will embrace everything we do with this in mind. We acknowledge there is no giving without self sacrifice and will embark on this task with unparalleled passion and the strictest humane and environmental ethical practices.

In striving to accomplish these goals, Elephant Thoughts adheres strictly to the following practices.

Part A:
The Organization

Our Organization:

- Will always work based on need and not succumb to political or partisan pressures.
- Does not accept partisanship. We will always hire based on most qualified and always help those most in need, regardless.
- Is non political and will not support any political movement of any kind.
- Accepts and celebrates people of all races, ages, genders, and religions.
- Celebrates and engages to propagate distinct cultures, languages, and life styles.
- Holds a commitment to environmental stewardship and will regularly evaluate all of its practices to ensure it is meeting the highest possible standards.
- Is always eager to work with other like minded organizations, to share its expertise and to learn from theirs. We strive to never duplicate the work of others and instead will seek out relationships in which we can work together towards a common goal.
- Is built to help others. Its efforts will never serve as a mechanism to contribute to the ego or financial gain of its founders or members.
- Was built such that all who wish to contribute may do so. It works as a coalition of many passionate individuals rather than following the ideas of only a few. As such it celebrates its achievements as the work of a great number of people rather than celebrating the effort of one or a few individuals.
- Environmentally, our organization:
 - Will always seek to minimize its negative environmental impact.
 - Will strive to become carbon neutral.
 - Will strive to become paperless where possible.

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- Will develop policy and protocol that will inspire its employees, volunteers, and clients to become better environmental stewards.
- Will practice what it preaches.
- Hopes to inspire others by integrating sound environmental practices into the work that we do.

Part B:
The People Who Comprise the Organization

All representatives of Elephant Thoughts must conduct activities honestly, with integrity and good judgment, and in the best interest of Elephant Thoughts and the people/communities we serve. Representatives must be respectful of the rights of others, and comply with all applicable laws, regulations and standards of Canada as well as the countries in which we work. They must abide by the policies and procedures of Elephant Thoughts.

Representatives must be accountable to, and communicate freely and accurately with, our international partners, staff, donors, the public, and to each other. Representatives will co-operate with each other in order to promote involvement in development.

Our Directors:

- Are composed of people who passionately want to help benefit those less fortunate than themselves. They will never be people who are appointed for political or financial benefit for either themselves or the organization.
- Will never receive financial remuneration for their work within the organization, except for reasonable expenses incurred to fulfill their organizational duties.
- Review and approve the annual budget, significant policies, compensation practices, plans and programs.

Our Members:

- Shall be the inspiration and drive of the organization. They will be rallied for their ideas and contributions and will be listened to in order to direct the organizations future.
- As a group, will always be comprised of a minimum of 75% professional educators, whether from Canada or abroad.
- Will always be kept informed of the workings of the organization and given ample opportunity to voice their opinions.
- Will never receive financial remuneration for their work within the organization.
- Review and approve the audited financial statements.

Our Working Leadership:

- Acknowledges that we are among the most fortunate people on the planet: healthy, educated, and with enough material wealth to lead a happy, healthy lifestyle. As such, our leadership will always lead by example by only taking the bare minimum financial remuneration for their work with Elephant Thoughts, and never so much as to corrupt their drive and values. When necessary, they may choose to sacrifice their own financial wellbeing for the benefit of others.
- Will always put the needs of our staff, volunteers and of course children we are helping before our own.
- Will lead by example and hope that our self sacrifice, drive, and generosity will inspire those around us to contribute.
- Will acknowledge the contributions of those around us at all available opportunities.
- Will strive to create an environment where people who wish to contribute shall be given the opportunity to do so.
- Acknowledges that it is far more fulfilling to give than to receive.
- Will always honour the needs of the organization before attending to personal wants.

Our Employees:

- Will have the opportunity to provide feedback in everything we do.
- Are the backbone of what we do. They shall always be treated with respect and kindness and never belittled. Their accomplishments shall be recognized.

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- Will enjoy a work atmosphere which is safe, secure, and reminiscent to that of a close family.
- Will look forward to coming to work every day.
- Will be given the opportunity to be connected to every facet of the organization: domestic, First Nations, or international.
- Understand that working for Elephant Thoughts is akin to helping people less fortunate than themselves and as such is a privilege.
- Understand that helping others requires sacrifice and often putting the people we are helping (or likewise related to the organization) before their own needs.
- Will always be taken care of. Their families will be offered benefits plans and they will be paid an adequate salary to live on.
- Know that the organization is committed to their happiness, well being, and stability.
- Will be given the opportunity to learn and grow as they work, both personally and professionally.
- Will be hired based on a set of criteria specific to the role being filled. Their degree of passion, compassion, self sacrifice, creativity, and motivation will be of prime importance.

Our Volunteers:

- Will always be made to feel proud of their efforts in the organization by our constant and emphatic show of appreciation.
- Will be provided with an environment in which they will not only enjoy themselves, but are able to learn and grow as individuals.
- Will be given a voice and listened to in the organization.
- Will be the first to be considered when seeking future employees.

Our Partners:

- Share a common cause
- Have established a mutually acceptable agreement, agreeing that all parties have negotiated objectives, expectations, roles, responsibilities, and contributions to the partnership.
- Will share information and activities relating to the partnership and will be open and accessible to all parties involved, while respecting rights to privacy.
- Will receive credit for their contributions

Conflict of Interest

A conflict of interest is any circumstance that would cast doubt on an employee's ability to act with total objectivity with Elephant Thoughts' interests. Elephant Thoughts seeks to avoid the appearance of, as well as any actual, conflict of interest.

The following are examples of conflict of interest:

- No employee may engage in an independent business venture or perform work or services for another organization to the extent that the activity prevents the employee from completing his/her duties at Elephant Thoughts.
- No employee may divert business opportunities of Elephant Thoughts to any other person or organization.
- No employee may have significant financial interest in, or obligation to any other business organization which does or seeks to do business with Elephant Thoughts, unless it has been fully disclosed to the employee's supervisor, and it has been determined that the employee's duties will not require him/her to make decisions or take actions that would be influenced by this interest.

Confidential and Proprietary Information

Elephant Thoughts possesses information which they have created, discovered, and developed or has been disclosed under the obligation of confidentiality. Such information includes donor lists, information concerning beneficiaries and programming, financial statements, projections, marketing, strategies, photography, etc.. Elephant Thoughts employees having access to the information are required, during and after employment, to keep this information confidential.

Part C: **The Work We Do**

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The areas we work in are divided into three distinct categories: Domestic Educational Programs, First Nations Educational Programs, and International Developing Country Educational Programs. Each area will have a slightly different objective and methodology while still falling within our defining statement.

1. Domestic Educational Programs Objectives:

- To increase the level of education on environmental stewardship in Canada's publicly funded schools school systems.
- To provide access to extracurricular educational opportunities for children from lower income families.
- To create opportunities for children from different cultures to learn from each other and about each other.
- To stimulate an interest in Canadian school children for issues surrounding developing nations.

2. First Nations Educational Programs Objectives:

- To stimulate an interest in education amongst First Nation students therefore combating low attendance and early drop out situations.
- To increase scientific and mathematical literacy in First Nation students.
- To help provide First Nation students with the necessary tools to be accepted into, and have success in, post secondary education and professional programs.
- To increase the standards of education in remote communities.
- To help schools deal with a shortage of qualified teachers by sending qualified teachers into northern communities to help teach aspects of the curriculum that students may be missing and by providing professional development opportunities for teachers.

3. International Development Educational Programs Objectives:

- To work with existing schools to help them sustain themselves and provide a superior level of education for their students. Work might include financial assistance, teacher training, infrastructure, etc. as needed.
- To promote higher levels of education for teachers by:
 - Providing teacher professional development training with our own qualified teacher volunteers.
 - Supporting candidates to attend teachers college.
- To build schools where none exist and provide them with all of the necessary tools to begin holding classes, including qualified teachers, and classroom materials.
- To design and implement creative, effective teaching methodologies which provide developing world schools with the ability to achieve high standards of education despite lack of tools such as science labs, computers, etc.
- To *offer* resources to the communities rather than pushing the agenda of the organization. We will never pretend that we know better than those we are helping of how to best develop their community. Our job is to offer what assistance they ask for and never impose ideas or assistance.
- To provide an arena in the International Community for volunteers to immerse themselves in giving to others, specifically but not limited to our friendship center initiatives.

Our Programs:

- Never sacrifice effectiveness or quality for profitability.
- Will be priced as least expensive as possible.
- Will be made available to *all* students, regardless of race, sex or socioeconomic status.
- Will be the best of their kind from any educational organization. If the program does not meet these standards, it will not be delivered. If clients do not feel the program is of this caliber, they will not pay for it.

Our Clients:

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- Shall be considered our most important resource and shall be treated as members of the organization.
- Are recognized as the reason that we are able to do the work that we do.

The Children We Support:

- Will be selected based on need alone. No other criteria shall influence which children are chosen to receive the benefit of our programs.

Part D:
Financial

Elephant Thoughts will strive to uphold the following guidelines:

Financial Transactions/Records and Reports

- All financial transactions will be accounted for accurately and properly. No undisclosed or unrecorded funds or assets may be established or maintained for any purpose.
- Payments/cash transactions must be made into Headquarters-approved bank accounts.
- Financial data required to be submitted to donors, including governments, must be accurate, complete, current and in accordance with contractual/grant requirements.
- Other than travel advances, personal loans/advances may not be made to staff or consultants under any circumstances without prior written approval. Travel advances are to be accounted for and documented within 30 days of execution.

Gifts and Gratuities

- No payments may be made to any person/entity where the person making the payment knows or believes that the recipient will pass some or all of the payment on to a person for the purpose of obtaining or retaining business. Notwithstanding the foregoing, expediting fees, processing fees and payments to brokers or middlemen, paid in the usual course of business which are not illegal and are in line with prevailing rates and practices for similar transactions in the locale, are allowed to secure goods and services.
- No employee or member of his or her family may solicit or accept, directly or indirectly, any gift, entertainment or favour from an actual or potential recipient of Elephant Thoughts funds, except for invitations that are in keeping with good business ethics that do not obligate the recipient or Elephant Thoughts.
- Elephant Thoughts will always maintain at least 80% of its income from revenue generation of our own means.
- 100% of all donations will be applied directly to the program intended by the donor. All costs associated with administration of the organization or even administration of the donation, including wire transfer costs, will be paid by Elephant Thoughts directly rather than being taken from the donation.
- Our leadership shall always maintain a very modest salary, often lower than many staff members. Our leadership will never exploit the success of the organization by taking extravagant salaries and bonuses.
- Our staff and leadership will maintain very modest expenses while carrying out their duties. Luxury hotels, meals, and practices are never acceptable.
- All monies raised from First Nation educational programs will be recycled back into providing more First Nation educational opportunities, after paying for the organizational overhead costs incurred.
- All grants will be applied 100% to their intended use.
- All revenue generated from domestic revenue generation initiatives, including summer and march break camps, after school programs, retail store initiatives, special event programming, etc. will be earmarked for international development purposes after each program has paid its share of organization overhead costs incurred. Proceeds for these types of internally generated revenue streams can be reinvested in programs which support international development initiatives if they indicate the ability to generate an increased sum of money. Example: profits from after school programs will be redirected to pay for program costs of the Schools 4 Schools program. This results in an average increase 40-60% more revenue generation earmarked for international development.
- Any program or product sold to generate revenue must satisfy our organization's defining

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statement. For example, all products we sell in our retail environments will themselves be items we believe to have very high educational value. Example #2-our art cooperative scheme is designed to promote indigenous culture while at the same time generating revenue for artists in developing countries and the organization itself.

“This charter is not, nor ever will be rhetoric. It is the lawful document which we base all of our decisions upon. If any concept or endeavour cannot be justified by the forthwith document, it shall not be undertaken by this organization. If any paid member of the organization does not adhere to this charter, their position will be forfeit.”