# **Code of conduct**

IUCN NL is pleased to offer its various partners this online collaboration platform - **collaborate.green** - to facilitate collaboration on joint programs and projects and to facilitate discussion and knowledge exchange on themes related to nature conservation. It is the place to be for partners, member organizations and staff of IUCN NL to collaborate and share knowledge.

We aim to create a secure and easy-to-use environment. We encourage your participation and ask you to review and follow these guidelines in order to understand your responsibilities while using this tool.

#### Be respectful

IUCN NL works with partners world-wide. Please be respectful of others' cultures, values, and language. It's ok to disagree with others, but personal attacks or disparaging comments will not be tolerated.

#### Protect privacy of personal information

It is IUCN NL's and collaborate.green's user policy not to collect, store or process any sensitive personally identifiable information (PII) related to individuals who may or may not be members of IUCN NL or its partners.

Sensitive personally identifiable information is often described as any kind of information which if lost, compromised, or disclosed without authorisation, could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual.

This includes an individual's government-issued ID number(s), an individual's demographic information (including names, addresses, phone numbers, email addresses, date of birth), financial accounts' information (including credit or debit card numbers), medical and health-related information, and other.

The goal of this policy is to protect sensitive personally identifiable information from unauthorized disclosure or theft in order to comply with various international, domestic and local laws and regulations related to information security and privacy.

### **Ensure information security**

Collaborate.green is intended to provide access to information that may not be disclosed to the general public (such as member-only communications, working group-only documentation, etc.).

Therefore it is critical that you protect your user account information, including username and password, and do not share it with anyone.

Similarly, please do not copy or transfer any IUCN NL-owned information outside of collaborate.green without proper authorisation.

#### Abide by acceptable use

As a condition of your access to this tool, you have to agree to never use it in connection to any activity that is illegal under local, state, federal or international law while utilizing collaborate.green.

In particular, you agree not to submit any content that is obscene, defamatory, libelous, threatening, harassing, pornographic, racially or ethnically offensive, that encourages conduct that would be considered a criminal offense or give rise to any civil liability.

You also agree not to submit any material (including any virus, bot, worm, scripting exploit or other harmful code) that is likely to harm or corrupt collaborate.green or its data.

## Questions?

For questions about the use of collaborate.green or to contact the administrator, please email Doris Schyns.