



UPDATED 20/02/20

ETHICAL GUIDELINES & CODE OF CONDUCT

A. INTRODUCTION

The following code of conduct derives from guiding principle: To Contribute to the Conservation of the Orangutans and Their Habitat. Visitors are expected to do likewise. «Visitors» are defined as all persons on BOS Foundation premises who are not employed by BOS Foundation. Visitors include, but are not limited to:

- Government officials
- Researchers and other professionals
- Volunteers
- Students
- Workshop/course participants
- Media (e.g., film crews, journalists, photographers, writers, social influencers)
- Invited guests
- Consultants
- Overseas representatives/partners of BOS Foundation
- Donors
- Any accompanying family or friends
- Zookeepers and veterinarians

All visitors must understand that all BOS Foundation program sites are quarantine, research, and conservation areas.

Public access is restricted to ALL BOS Foundation sites and facilities, except our associated public information/education centres and lodge. As BOS Foundation Orangutan Reintroduction Program facilities are rehabilitation centres preparing ex-captive orangutans to be reintroduced to natural habitats—part of which involves teaching them to avoid human contact and reducing the risk for transmitting zoonotic diseases—only visitors who have been granted permission or have been invited by the management are allowed to access BOS Foundation premises.

BOS Foundation visitors are only granted access to areas relevant to their visit. Forest sites and quarantine areas are only accessible for professional purposes, and with express, written permission from the Headquarter and Program management.



B. VISITOR CONDUCT AROUND ORANGUTANS AND SUN BEARS

1. ATTITUDE

Never use, exploit or portray orangutans in any manner that is demeaning or that encourages the perception that they are desirable pets, child-substitutes, half-humans, or for human entertainment. BOS Foundation aims to promote the conservation and respect of orangutans in their natural environment and to counter their image as domesticated half-cousins who are available to serve human emotions and amusement.

2. ORANGUTAN PROXIMITY AND CONTACT

For both medical and behavioural reasons, visitors should not seek contact or interaction with orangutans, and must take active steps to avoid contact. Any visitor to our programs that will enter areas where we care for or observe orangutans in the open-air must complete the medical health tests outlined in BOS Foundation **MEDICAL HEALTH TEST AND QUARANTINE REQUIREMENTS**.

Visitor interaction with orangutans is sanctioned only for visitors with authorised projects, and then only for the type of contact/interaction necessary for their project. When visiting a wildlife rescue and rehabilitation centre such as this, with gregarious, mischievous, possibly aggressive, and intelligent apes, all visitors must remember that visitor behaviour with regards to contact with orangutans can jeopardise the rehabilitation process by damaging the health and behavioural development of the orangutans. Most of the orangutans are quite docile but some may show apprehension and aggression, and display their strength, especially to strangers.

Other than those who have obtained permission to make physical contact with orangutans under BOS Foundation's care (usually for medical or husbandry reasons), visitors must maintain a minimum 10-metre distance from all orangutans at all times, and must always be accompanied and monitored by staff. If visitors are ill, they cannot visit the orangutans and must voluntarily inform project management and staff of their illness. This includes, but is not limited to, temporary illnesses such as cold sores, influenza, and gastroenteritis. Even with full negative testing as set out in the Visitor Guidelines plus a completed quarantine period, access to orangutan quarantine areas or to sick orangutans is not permitted at any time.

Visitors with permission to enter areas with free-ranging orangutans (e.g. forest schools, islands, release forest) must ensure they do not make physical contact with and maintain a 10-metre radius from the orangutans, unless the purpose of the visit to BOS Foundation requires it. It is under the visitor's responsibility to avoid any contact with released rehabilitated orangutans, regardless if the animals are trying to approach, chase, climb on, or hug the visitor. Failure to do so will result in immediate termination of the visitor's stay at BOS Foundation facilities.



These visitor-orangutan restrictions conform to recommendations by the 2010 IUCN Best Practice Guidelines for Great Ape Tourism.

3. SUNBEAR PROXIMITY AND CONTACT

As most of our sun bears are not undergoing the reintroduction process, they will most likely spend the rest of their lives with us. Their long-term welfare and safety, as well as the safety of sun bear staff and visitors are imperative.

Despite their permanent sanctuary status, BOS Foundation still promotes minimal human contact and interaction wherever possible. BOS Foundation endeavours to build strong, trustful, and minimal-stress relationships between our sun bears, our staff, and applicable visitors through indirect and restricted contact, and positive reinforcement training, wherever possible. The scenarios where physical contact is permissible are:

1. Caring for cubs when they still need to be bottle fed, or in the rare scenario when they are being prepared for release
2. Bears under general anaesthesia (e.g. for veterinary medical procedures and examinations)

Short-term visitors are never allowed to make direct physical contact with the sun bears. Trained sun bear volunteers and researchers are only allowed to make direct contact with the sun bears and/or enter sun bear enclosures under direct supervisor of BOS Foundation staff and when assisting with one of the two scenarios listed above. Visitors are never allowed to be in the sun bear enclosures unless they are escorted by a trained sun bear caregiver or vet and the enclosures are free of sub-adult or adult sun bears.

Visitors are not allowed to pet, hug, or play with any sub-adult or adult sun bears. All visitors must maintain a two-metre distance from the borders of all sun bear enclosures unless the purpose of their visit specifically requires otherwise. If any sun bears appear highly agitated by human presence, all visitors must actively change their behaviour that is causing the agitation and move away from the sun bears until such time as they have become less agitated.

BOS Foundation does not allow any research projects that may cause discomfort or stress for the sun bears. Every sun bear research project must provide substantial benefits for individual sun bears and/or the sun bears species and must be conducted using non-invasive and/or opportunistic methods.

4. BEHAVIOUR

In terms of behaviour with orangutans, BOS Foundation staff are NOT models for visitor behaviour. BOS Foundation staff are often required to handle or interact with orangutans as part of their care and rehabilitation process. Visitors have different roles and should never behave in the same way as BOS Foundation staff, unless the purpose of their visit specifically requires it.



5. FOOD AND OTHER POSSESSIONS

Never offer or show orangutans food/drinks or carry food/drinks in ways that facilitate orangutans seeing or stealing them. Never eat or drink in front of an orangutan. Never leave any goods (e.g. backpack, camera, clothes, and tools) unguarded in places accessible to orangutans. BOS Foundation refuses any responsibility for visitor possessions that are damaged or go missing during a visitor's stay with BOS Foundation.

6. DISTURBANCES TO THE ORANGUTANS AND SUN BEARS

Never tease or harass orangutans. Immediately stop any activity that disturbs them (approaching too closely, flash photography, etc.), and abide by staff instructions for behaviour around orangutans. It is not acceptable to try to alter an orangutan's behaviour (call to get their attention, tempt them to move with food, etc.). Visitors viewing orangutans must do so in small groups accompanied by BOS Foundation staff (maximum 4 visitors plus 1 staff), from a respectful distance (minimum 10 m).

7. WASTE DISPOSAL

We appreciate that all visitors do not litter within BOS Foundation premises, especially in natural environments such as forest school and release sites. Urinating and defecating in the forest is strictly prohibited, because of the risk of disease transmission. A minimum of 30 cm deep hole in the ground must be made for any emergency toilet need, and afterward it must be well buried to avoid being disturbed by wildlife.

C. GENERAL VISITOR CONDUCT AND REGULATIONS

1. OFFICE HOURS

Visitors should not interfere with the work schedules of BOS Foundation employees. Staff at all our programs in Kalimantan normally work from 07:00 to 16:00, while staff at our Headquarters in Bogor normally work from 08:00 to 17:00, Monday to Friday. Some members of staff work outside these hours and days to ensure the safety and wellbeing of the orangutans under our care.

2. LANGUAGE

The working language at all BOS Foundation facilities is Indonesian (Bahasa Indonesia). Long-term visitors should acquire functional Indonesian communication skills, preferably before arrival. Some English is spoken. All visitors should have at least some functional English skills.



3. DRESS CODE

BOS Foundation is a professional place of work in Indonesia, and visitors must dress accordingly. Dress code in Indonesia is conservative, so revealing clothes such as shorts, sleeveless and lowcut tops, or casual western-style holiday wear are inappropriate. Functional clothing is appropriate in practical or field conditions, but not normally in offices. While visiting BOS Foundation field sites and working areas, visitors must wear long pants and long-sleeved shirts to reduce the risk of injury and illness in the forest and at the centres.

4. SHOES

Visitors are required to wear proper (safe) footwear while in BOS Foundation working areas, especially field sites. Kindly take off footwear before entering all residences.

5. NOISE

Visitors should respect the needs of others at BOS Foundation. Particularly for visitors staying at all BOS Foundation facilities, noise should be kept to minimum from 10 PM until 6 AM.

6. ALCOHOL & DRUGS

No alcohol and drugs are allowed on BOS Foundation premises. Alcoholic beverages are permitted in limited quantities ONLY within private residences and the Samboja Lodge. Individuals exhibiting drunk and unruly behaviour will be removed from BOS Foundation premises.

7. SMOKING

Smoking is not allowed on BOS Foundation premises, except in a few restricted areas. Please ask our staff to show where these areas are. However, regardless of location, smoking is never permitted in the presence of BOS Foundation animals.

8. SERVICES

Expect to pay for all services used (e.g. airfare, insurance, accommodation, laundry, fax, telephone, internet, computer, photocopy, laboratory space and equipment, staff or administrative assistance, local transport) unless other formal arrangements have been made with the appropriate BOS Foundation management staff. Report all services and usage to appropriate BOS Foundation staff and respective Program Manager(s) and arrange for payment at the time of use or when billed monthly.



9. DURATION OF STAY

Permission to visit BOS Foundation is granted for specific purposes, and for specific durations. Visits may be extended for legitimate reasons, but only through a formal request and with formal approval from BOS Foundation Headquarters in Bogor and from any other relevant Indonesian authorities (e.g., RISTEK, Immigration). Extending visits longer than originally agreed may not always be possible.

10. RESTRICTED AND APPROVED ACTIVITIES

Approvals for visitors represent the agreement, by all parties, to support the project described in the proposal and approvals apply ONLY for that project. Any changes or additions to the project as it was formally approved must be discussed with BOS Foundation Headquarters in Bogor before proceeding. Visitors are responsible for conducting their approved projects. Visitors must ask the Program Manager of the respective program for permission to use BOS Foundation facilities beyond those that were approved, and permission is not guaranteed. It is not sufficient to ask permission from program technicians, caregivers, drivers, or other staff, or to assume that activities are acceptable unless told otherwise. When in doubt, visitors should assume any activities that have not been approved must ask the relevant Program Manager before proceeding.

11. WORKING ON SITE

Visitors working in research forests/sites/camps are requested to restrict their use of forest knives to the minimum and are not allowed to cut new trails or otherwise cut forest vegetation without prior approval of the relevant Program Manager or Camp/Monitoring Coordinator.

12. ACCOMMODATION

Accommodation at the programs is limited and must be arranged in advance. Private rooms cannot be guaranteed, and visitors must be prepared to accommodate others as needed. Accommodation rates are set by the Programs and payment should be settled on arrival. Should accommodation not be available at the Program, visitors will be advised to stay at close and available external accommodation.

13. COLLECTION OF BIOLOGICAL SAMPLES

All biological samples from BOS Foundation program facilities and sites will be collected by qualified employee(s). Researchers/other visitors will assume the costs of assigning qualified staff to the job. With the Program Manager's permission, qualified researchers may accompany program staff. BOS Foundation retains the right to collect and retain a duplicate set of samples. Any sample taken from orangutans that requires handling or anaesthesia must be scheduled during routine check-ups; that is, orangutans will not



be removed from their normal routines for the purpose of collecting biological research samples; work should be scheduled accordingly by the Program Manager.

14. ASSISTANCE

Visitors should seek assistance only from BOS Foundation employees that BOS Foundation Headquarters and/or BOSF Program and project management has assigned to help them, and only for approved purposes and according to approved work schedules. Assistants must be Indonesian and hired locally. Hiring must be coordinated with the Program Manager at the site involved to ensure fairness, standards, legality of contracts, etc.

15. RESPONSIBILITY

When visiting a BOS Foundation program, the visitor is hereby advised that their visit is at their own risk and neither BOS Foundation nor the various branches/partners of BOS Foundation can be held responsible for any physical injury or non-physical loss, illness, and accidents that might happen before, during or subsequent to the visit. BOS Foundation is also not responsible for visitors who act without authorisation.

16. VISITORS' FRIENDS AND FAMILY

The friends and family of approved BOS Foundation visitors may visit BOS Foundation facilities, but only with formal permission from BOS Foundation, and they must abide by the same rules and regulations as approved BOS Foundation visitors.

17. LAWS AND CUSTOMS

BOS Foundation is a local, Indonesian organisation and all employees and visitors are expected to follow and respect all national, provincial, and local laws, regulations, and cultural customs throughout the duration of their stay in Indonesia. Visitors are expected to familiarize themselves with Indonesian and local norms prior to their arrival.

18. PROFESSIONALISM

Above all, visitors should behave with professionalism, dedication, efficiency, honesty, and transparency.



D. RELEASE OF INFORMATION AND PUBLICATIONS

1. ACCESS TO AND USE OF INFORMATION

Visitors to BOS Foundation may have privileged access to internal information. They are expected to respect that privilege in a professional manner, by treating the information as privileged rather than public. All visitors to BOS Foundation sites, including journalists, wishing to post images taken at BOS Foundation sites to social media, or to publish journalistic content must send such images or videos to BOS Foundation Headquarter Communications Team for review to ensure compliance with their visa requirements as per government regulations, and to ensure that BOS Foundation has the opportunity to explain the context, facts, or any other relevant information regarding such images or videos.

2. PUBLIC IMAGE OF ORANGUTANS

Visitors must never use or exploit orangutans in a manner that is demeaning or that encourages the perception that they are desirable pets or quasi-children. This includes depicting orangutans in clothing, in unnecessarily unnatural situations (e.g. riding a bicycle), or in contact or close proximity with humans other than BOS Foundation orangutan caregivers. See point (1) «**ATTITUDE**» of this **ETHICAL GUIDELINES AND CODE OF CONDUCT**.

3. QUALITY CONTROL OF INFORMATION

All materials for reports and publications must be prepared in a professional manner. Information must be based on verifiable facts and objective observations. When in doubt, visitors must consult with BOS Foundation for opinions on the tone and content of these materials. Sources of facts must be reliable, consistent and current, and must be reported. See point (26) «**ACCESS TO AND USE OF INFORMATION**» of this **ETHICAL GUIDELINES AND CODE OF CONDUCT** for more details.

4. REPORTING

Researchers, students, and other visitors staying for long periods of time (more than 3 months) with BOS Foundation are responsible for submitting written reports to BOS Foundation and most likely to other Indonesian authorities (e.g. RISTEK for research projects). BOS Foundation requires quarterly (every 3 months) Progress Reports and a Final Report from each long-term visitor. For projects under 3 months long, Tentative Final Reports are to be presented to BOS Foundation and submitted before leaving. If the Final Report is delayed, visitors should notify BOS Foundation and specify the reasons for delay and when the report will be ready. Progress Reports and Final Reports must be legally signed and submitted to BOS Foundation.



Should researchers, students, and other visitors fail to submit these reports, BOS Foundation will take firm steps by informing related institutions and supervisors, both in Indonesia and their respective countries.

5. ACKNOWLEDGEMENTS

Visitors must acknowledge BOS Foundation in all resulting reports and publications.

6. PUBLICATIONS

Visitors must forward to BOS Foundation any publications and presentations resulting from their activities with BOS Foundation. If any BOS Foundation staff members had key roles in scientific journal article publications, they should be acknowledged and considered for co-authorship.

7. FAILURE TO RESPECT REGULATIONS

Visitors who fail to abide by regulations and relevant codes of conduct may be asked to leave. In severe cases, BOS Foundation reserves the right to take necessary legal actions.

Herewith state that, I [insert your name] [redacted] will follow and abide by the Codes of Conduct as described above during the course of, and following, my visit to [insert name of BOS Foundation Project/Program] [redacted] IN WITNESS WHEREOF.

[redacted]
Witness (Full Legal Name)

[redacted]
Place

[redacted] / [redacted] / [redacted]
Date (dd/mm/yyyy)

[redacted]
Signature

[redacted]
Visitor (Full Legal Name)

[redacted]
Place

[redacted] / [redacted] / [redacted]
Date (dd/mm/yyyy)

[redacted]
Signature