Malaysian Singaporean Bruneian
Community Association

#301, 114 – 3rd Avenue SW. Calgary, Alberta T2P 0E7
P: (587) 323-6828 | www.msbca.ca

ETHICS AND CODE OF CONDUCT POLICY

PURPOSE

1.1 The policy is designed to establish principles of conduct for the Executive, Advisory Board and Members at large in order that these individuals will avoid unethical conduct.

APPLICATION

1.2 This policy applies to all Members at large in Alberta.

INTERPRETATION

1.3 The highest possible standards of ethical conduct required of the Board and Members at large in conducting affairs on behalf of the MALAYSIAN SINGAPORE AND BRUNEI COMMUNITY ASSOCIATION ("MSBCA").

1.3.1 These individuals **shall**:

a) Abide by the rule of "Parliamentary Law" where a gap may exist in the current by-laws, and or other rules governing the community association.

b) Avoid any conflict of interest by declaring any potential conflict in advance of discussion or involvement.

c) Bullying, physical, verbal, or cultural abuse, general harassment, sexual harassment, neglect, or any other type of abuse, is unacceptable conduct by any member, at any time.

d) Demonstrate a high degree of individual integrity, honesty, and responsibility, recognizing that at all times their words and actions are an example to other members. And will act with consideration and good judgment in all interpersonal relationships, both inside and outside the community.

e) Engaged in community association business, will act in a professional and objective manner, and will use language that is considered appropriate.

f) Not to engage in practice, which is in violation of local Provincial or Federal laws and regulations of Canada or is considered to be illegal or unethical. Will not knowingly or willingly engage in any activity which might result in a "criminal conviction" as it pertains to the business of the community and where such an

g) activity does result in a conviction will need to submit their resignation immediately to the board of directors on which they serve. Failure to do so will result in a vote of the board of directors to have the member removed from the board.

h) Not to use MSBCA to promote one's beliefs, behaviors, or practices. Act with consideration and good judgment in all interpersonal relationships, both inside and outside the community. When recommending people to participate on MSBCA Boards or in MSBCA activities, they shall not skew participation toward or away from a particular organization, for the personal gain of their company.

i) Not to tolerate discrimination against a member or non-member based on race, national or ethnic origin, citizenship, color, religion, sex, age, mental or physical disability, political beliefs, socio-economic status, health related status, sexual orientation, or marital status.

i) Not to participate in or condone personal attacks by one member of another member.

j) Respect the rights & dignity of themselves and others, everyone's right to privacy and sharing of information, at all times and will not use their position to gain access to information that would not otherwise be available to the public.

k) Respect the flow of information. For example, financial information should not be released without prior approval from the treasurer; minutes should not be released without prior approval from the secretary, and so forth.

l) Understands and respects the roles and responsibilities associated with each position on the board. To this end, will agree that all public statements are to be made only by the president as spokesperson for the association and as such, any requests for a "statement" by the community should only come from the president and no other individual unless directed to provide one by the president.

m) Uphold and protect the personal and professional reputation of other members of the Association. To this end, will not participate in any communication which could be considered as gossip, hearsay, or accusations against another member, without reasonable proof that such information is true.

Upon completion of their duties while serving the community ensure that all information, and property belonging to the community is returned in a timely manner, and with due regard to care.

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RESULTANT ACTIONS

The Board is free to take whatever action it deems appropriate to enforce this policy, including dismissal from the Board.

Any claim of unethical or illegal practice will be reviewed and investigated following the procedure below:

a) As specified in the By-Laws, MSBCA is a Non-Profit Association.

b) Every Member and or member of the Board of MSBCA who has directly or indirectly any interest in any contract or transaction to which MSBCA is or is to be a party shall declare his or her material interest in such contract or transaction at a meeting of the Executive Board at which the contract or transaction is first considered. The Member then will leave the room during the discussion and voting on such contract or transaction.

c) If the member of the Board or any Member who has made a declaration in compliance with the above provisions and has not voted in respect of the contract or transaction, and if the Member has acted honestly and in good faith, he or she is not accountable to MSBCA for any profit or gain realized and the contract or transaction is not voidable.

d) The above provisions apply to all members of the various Committees of MSBCA. Each Board member and/or Committee member, in order to make sufficient disclosure, is required to do so not only to his or her Committee members but also to the Executive Board in writing.

e) All members invited to stand for election as Executive Board Member or serve on the various committees shall declare any potential conflicts of interest, and shall not proceed until the President of MSBCA has ruled on the potential conflict

f) MSBCA, generally collects personally identifying information with the specific knowledge and consent of its member base and associated parties, including phone numbers, titles, e-mail addresses and others. Disclosure of this information to any third party is strictly forbidden.

g) All members will abide by the By-Laws as set forth regarding Conflict of Interest.

h) The Executive Board shall be the final authority on any disputed conflict of interest, and resulting remedies.

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REMEDIES

In the event that the Board deems that a member has acted in a conflict of interest, then the Board may take whatever remedies it deems fit including but not limited to suspension or termination of membership privileges or legal action, if appropriate.