



## CODE OF CONDUCT

### **Singapore Expat's Association Code of Conduct:**

Singapore Expat's Association (hereafter known as the 'Organization') and its members must, at all times, comply with all applicable rules and regulations. The Organization will not condone the actions of members who engage in unethical or unlawful activities within or outside of the Organization. This includes any payments for illegal acts, indirect contributions, rebates, and bribery. The Organization does not permit any activity that fails to stand to the closest possible public scrutiny.

All business exchanges, activities and conducts should be well above the minimum standards required by law. Accordingly, members must ensure that their actions cannot be interpreted as being, in any way, in contravention of the laws and regulations governing the Organization's operations.

Individuals uncertain about their application, membership term or interpretation of any legal requirements should refer the matter to the team at the Organization, who, if necessary, should seek appropriate legal advice.

### **General Members' Conduct:**

The Organization expects its members to conduct themselves appropriately, in accordance to the fair rules and regulations set by the Organization. Gambling, fighting or similar unprofessional activities are strictly prohibited and members found engaging in such acts may find their membership term annulled without any notice.

Members must not engage in sexual harassment, or conduct themselves in a way that could be construed as such, for example, by using inappropriate language, possessing or posting inappropriate materials within the proximity of the Organization.

### **Conflicts of Interest:**

The Organization expects members to act in accordance with the best interests of the Organization. Members must not use their positions or knowledge gained as a result of their positions for a private or personal advantage. Regardless of circumstances, if members sense that a course of action they have pursued, or are presently pursuing, or are contemplating pursuing may involve the individual in a conflict of interest with the Organization, the individual should immediately communicate all the facts to the team at the Organization.



### **Organizational Funds and Other Assets:**

Members who have access to the Organization Funds in any form must follow the prescribed procedures for recording, handling, and protecting money as detailed in the Organization's policies and procedures or other explanatory materials, or both. The Organization imposes strict standards to prevent fraud and dishonesty. If members become aware of any evidence of fraud and dishonesty, they should immediately advise their supervisor or seek appropriate legal guidance so that the Organization can promptly investigate further.

When a member's position requires spending Organization funds or incurring any reimbursable personal expenses, the individual must use good judgment on the Organization's behalf to ensure that good value is received for every expenditure.

Organization funds and all other assets of the Organization are purposed for the Organization only and not for personal benefit. This includes use of personal use of the organizational assets, such as computers.

### **Organizational Records and Communications:**

Accurate and reliable records of many kinds are necessary to meet the Organization's legal and financial obligations and to manage the affairs of the Organization. The Organization's books and records must reflect in an accurate and timely manner all business transactions. The members and team at the Organization responsible for accounting and recordkeeping must fully disclose and record all assets, liabilities, or both, and must exercise diligence in enforcing these requirements.

Members must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to:

- False expense, attendance, production, financial, or similar reports and statements.
- False advertising, deceptive practices, or other misleading representations.

### **Dealing with People Outside the Organization:**

When communicating publicly on matter involving the Organization or other members, members must not presume to speak for the Organization on any topic, unless they are certain that the views expressed are those of the Organization, and it is the Organization's desire that such views be publicly disseminated.

When dealing with anyone outside the Organization, including public officials', members must take care not to compromise the integrity or damage the reputation of either the Organization, or any outside individual, business, or government body.

**Payment Policy:**

Membership starts on the day payment of membership has been received in the accounts of the Organization and membership term will last for the period as indicated in the subscription of the member.

Membership fees are set by the Organization and membership fees may be paid by credit card or bank transfer via the payment modes accepted by the Organization.

Should the member be found violating the Code and Conduct of the Organization and harming the interests of the Organization, the Organization withholds the right to terminate the membership of the said individual before the end date, with no prior notice given.

**Privacy and Confidentiality:**

When handling financial and personal information of individuals or others whom the Organization has dealings with, observe the following principles:

- Collect, use and retain only the personal information necessary for the Organization's business. Whenever possible, obtain the relevant information directly from the person concerned. Use only reliable and reputable sources to supplement this information.
- Retain information only for as long as necessary or as required by law. Protect the physical security of this information.
- Limit internal access to personal information to those with a legitimate business reason for seeking that information. Use only personal information for the purposed for which it was originally obtained. Obtain the consent of the person concerned before externally disclosing any personal information, unless legal process or contractual obligation provides otherwise.