

Code of Conduct

I PURPOSE

(1) To provide a framework for the AAS to identify and resolve issues concerning the ethical conduct of its Representatives. The Australian Alumni Singapore Code of Conduct is a document demonstrating our dedication and commitment to all AAS Representatives, to respect and follow the AAS principles and regulations, by maintaining the highest level of ethical and professional conduct.

II SCOPE

(1) This policy, the Code of Conduct ('the Code') applies to all AAS Representatives. The AAS Representative is defined as:

- a) all Management Committee, Council of Advisors or Employed Members of the AAS, whether full time or part time, or fixed-term members who engage with any AAS Stakeholder, whether internal or external;
- b) volunteers who contribute to AAS activities or may be delegated authorities to act on behalf of the AAS.
- c) In addition, individuals who are granted access to related AAS facilities or who are engaged in providing services to the AAS, such as contractors and consultants, are also expected to comply with applicable provisions of the Code.
- d) In places where the Code is applicable to all of the above members of the AAS community, the general term 'Representative' is used.

III POLICY STATEMENT

(1) The AAS Code of Conduct aims to foster and maintain public trust and confidence in the integrity and professionalism of the AAS by ensuring that its Representatives:

- a) maintain appropriate standards of conduct
- b) develop those skills necessary for the efficient performance of their duties
- c) maintain fairness in decision making
- d) maintain and enhance the reputation of the AAS, its respective Partner Universities and its Members
- e) adhere to appropriate ethical standards.

(2) The personal and professional behaviour of AAS Representatives should conform to the standards that reasonably could be expected of persons in such positions. This includes:

- a) a commitment by its Representatives to professional standards in the AAS Administration, stakeholder engagement, and community involvement,
- b) a commitment to AAS ethics, principles and values,
- c) the promotion of the rights of its Members within the AAS,
- d) conduct which is professional, and which has regard to the AAS interests and policies,
- e) conduct which will not compromise either its position or its respective Representatives', Members', University Partners' or Sponsors' position,
- f) a commitment that the AAS will be available to ensure that the needs of its Members are met,
- g) a commitment to encouraging the appropriate reporting of wrongdoing, and
- h) the promotion of an environment that supports the pursuit of camaraderie, knowledge and truth.

The Code operates in conjunction with common and statute law and does not exclude or replace the rights and obligations of any individual under common and statute law. At any time, an AAS Representative can lodge a complaint with an external agency as appropriate.

IV PRINCIPLES

- (1) In all professional actions, and in all dealings with AAS Members, key Stakeholders, and the community, Representative individuals will be guided by the AAS core values, ethical principles, its Strategic Plan, its published policies and the public good.
- (2) Ethical guidelines are derived from the four fundamental ethical principles. These principles are:
 - a) commitment to the system of Government,
 - b) integrity and impartiality,
 - c) promoting the public good and the interests of our Members, and
 - d) accountability and transparency.
- (3) All Representative individuals covered under the Code have obligations that directly relate to these principles. The obligations contained in this policy define the standards of conduct required by all individuals.

V ETHICAL PRINCIPLES

- (1) Commitment to the system of Government: This ethical principle assumes a system of government based on the rule of law and accountability.

(2) Compliance with the law: All Representatives have an obligation to uphold the system of government, observe the laws of Singapore and to comply with AAS statutes, policies and procedures. In addition, they have an obligation when travelling abroad to respect and abide by the laws of the host country.

(3) Integrity and impartiality: This ethical principle recognises that AAS Representatives are placed in a position of trust and are expected to be honest, fair and impartial when carrying out their duties to maintain public and member confidence in the AAS, act in good faith and show respect towards all persons.

- a) Respect for persons: The conduct of AAS Representatives in their dealings with others including Members or Employees of the AAS, University Partners, Sponsors, external organisations and members of the community, is covered within the integrity and impartiality ethical principle.
- b) The AAS supports the principles of procedural fairness and values social justice, equal opportunity and the provision of a safe and supportive working environment, and as such all AAS Representatives are expected to treat others fairly, honestly and responsively, and with proper regard for their rights and obligations.
- c) AAS Representatives are expected to:
 - i) promote a high standard of respect for all Members, Employees, Internal and External Stakeholders and the general community;
 - ii) treat other Members, Internal and External Stakeholders with courtesy and fairness;
 - iii) be responsive and prompt in dealing with other Members, Internal and external Stakeholders and the general community;
 - iv) when supervising Employees or Volunteers, create a fair and just working environment;
 - v) observe procedural fairness when engaged in decision making;
 - vi) not engage in discriminatory conduct on grounds such as gender, sexual orientation, race, disability, cultural background, religion, age or political conviction;
 - vii) not engage in behaviour which may reasonably be perceived as Workplace Bullying and Harassment, intimidation or harassment;
 - viii) have respect for cultural differences; and
 - ix) respect the privacy of others in the collection, use and access of personal information whilst performing AAS duties or activities.

(4) Avoiding Conflicts of Interest: AAS Representatives must avoid situations in which their private interests, whether Pecuniary, personal or otherwise, might reasonably be thought to create a potential, perceived or actual Conflict of Interest with their duties to the AAS.

- a) There is an expectation that individuals must identify, declare and manage perceived, potential or actual Conflicts of Interest.
 - b) Any matter that could directly or indirectly compromise the performance of duties, or conflict with the AAS's interests must be immediately declared to the AAS Secretariat or your AAS University representative in the first instance and steps taken to resolve the conflict situation.
 - c) Where a Representative is unsure about the potential for a conflict, they should discuss the situation with their AAS representative or University representative as appropriate.
 - d) Where doubt exists, the Conflict of Interest must be declared. Where there is a clear case of conflict, the individual must withdraw from the situation giving rise to the conflict.
 - e) Situations that may generate a Conflict of Interest can arise out of:
 - i) personal or professional relationships with other Members, Partners, or Representatives
 - ii) personal/professional relationships with persons with whom the AAS is dealing, for example contractors or tenderers
 - iii) personal financial interests in matters which involve the AAS outside employment that may compromise the integrity of the AAS
 - iv) use of confidential information obtained in the course of AAS duties
 - v) external activities and public comment, i.e. nominating for and contesting political elections.
 - vi) Where an AAS Representative has a concern regarding a perceived, potential or actual Conflict of Interest involving other members of the AAS community, this should be reported to the Secretariat, where appropriate.
- (5) Privacy and confidentiality: AAS Representatives must respect the privacy of others and ensure that personal information is accessed and used only for AAS purposes and not disclosed except where authorised by legislation.
- a) Representatives who have access to such information have a duty to maintain the confidentiality, integrity and security of such information, irrespective of the storage medium.
 - b) Any actual or suspected misuse of private information must be reported to the Secretariat or other appropriate person.
- (6) External activities and engagement with the community: AAS Representatives may be members of political parties, professional or other interests or charitable groups, and honest, fair and respectful engagement with the wider community is encouraged, provided that the involvement does not conflict with their duties or cause ill repute for the AAS, or its Partners or Members.

- a) AAS Representatives must ensure that they disclose and manage any potential Conflicts of Interest that may arise as a result of any duties owed to other organisations, e.g. as a member of a board of directors of another organisation.
- (7) Public comment: Public comment by AAS Representatives in their capacity as private citizens is permitted provided that any such comment makes it clear that the view expressed is their own, and not necessarily the view of the AAS.
- a) Where public comments are offered by AAS Employees it is expected that such comment will normally lie within their respective expertise and that they have been trained and authorized to speak on behalf of the AAS.
 - b) Public comment on any AAS management issue must be made by the President, or a person authorised by the President.
 - c) Comment on matters concerning the respective University Partner must be made only by that Institutions' Chancellor or Vice-Chancellor.
- (8) Receipt of benefits: AAS Representatives should discourage the receipt of any gifts or benefits in connection with their employment or position except where this may arise in an official capacity.
- a) In this case, all such gifts or benefits must be disclosed to the AAS Secretariat.
 - b) AAS Representatives must disclose to the AAS any financial interest they may have in any organisation from which the AAS proposes to obtain services or equipment or enter into any contract which would result in a financial transaction.
 - c) AAS Representatives must ensure that where contracts are proposed through their area of expertise with external organisations, that any close personal relationship between an Employee and an officer of that organisation must be disclosed.
- (9) External Activities: AAS Employees are not permitted to engage in outside work, if employed in a full-time capacity.
- a) AAS Employees must ensure that applicable approvals are sought and obtained for any unpaid work.
 - b) Outside work must not be undertaken which may cause a Conflict of Interest or Conflict of Commitment with AAS duties.
- (10) Promoting the public good and the interests of the AAS and our Members: This ethical principle recognises that AAS Representatives have an obligation to deliver programs and services of the highest quality to advance the standing of the AAS Members and its community. It requires AAS Representatives to exercise proper care and attention in performing their duties, to carry out their duties to the best of their ability and to ensure that AAS resources are used economically and efficiently. This includes the following:
- a) Carrying out of duties and standards of performance:
 - i) All AAS Representatives will: carry out official Decisions and policies faithfully and impartially
 - ii) carry out official directions and policies in a faithful and impartial manner

- iii) seek high standards in community service, administration and governance
 - iv) create a safe work environment
 - v) adhere to professional codes of conduct where applicable
 - vi) report fraudulent or corrupt conduct appropriately
 - vii) act within the limits of their delegated authority
 - viii) take reasonable steps to protect confidential information
 - ix) maintain their professional skills and keep up to date in their area of expertise
 - x) ensure they are informed of all AAS policies and guidelines
 - xi) value and seek to achieve excellence in service delivery to the AAS community.
- b) **Accountability and transparency:** This principle requires AAS Representatives to exercise proper diligence, care and attention in their work with a commitment to managing resources in an effective and accountable way and operating within a framework of mutual obligation and shared responsibility.
- c) **Duty of care:** Proper care and attention should be exercised when undertaking activities, in particular where others will rely on the advice or information offered.
- d) **AAS Representatives have a duty to take reasonable care and to avoid causing harm to others and must follow safe working practices and actively promote safe working conditions.** They are responsible for ensuring that activities within their areas are undertaken with due diligence for health and safety of AAS Representatives, Employees, all related external Stakeholders, and others.
- (11) **Use of AAS resources:** The AAS Representatives have a responsibility to ensure that the AAS resources are used efficiently and effectively and for legitimate purposes and waste should be avoided.
- a) Email and internet activity by Representatives must be conducted in a professional manner for legitimate AAS business and with due regard and respect for other persons.
 - b) It is recognised that Representatives occasionally may need to use AAS resources for private purposes, e.g. making the occasional telephone call. Each Representative must ensure such use is kept to a minimum.
 - c) Any Equipment and materials should be treated with care and secured against theft.
 - d) Representatives must at all times act within the limits of their delegated authority.
- (12) **Alcohol abuse:** All AAS Representatives must ensure that personal use of alcohol does not affect the performance of their duties or the safety and well-being of others.

- (13) Non-compliance with this Code: The Code regulates the behaviour of AAS Representatives, and also forms part of each AAS Employee's employment conditions.
- a) Where an AAS Representative or Member is aware of or suspects a breach of this Code, they must immediately report the breach in accordance with this policy and procedure to the Management Committee.
 - b) The AAS Member is able to withdraw the complaint. However, the AAS will log the incident and may refer the matter to the appropriate Authority.
 - c) Failure to comply with the Code's provisions will be managed and dealt with by the AAS Management Committee and procedure and employment contracts. applicable. A failure to comply with this Code may result in disciplinary action.
 - d) The AAS Management Committee may take disciplinary action against a person(s) making a frivolous or vexatious complaint.
 - e) Disciplinary Action may include written warnings or suspension of AAS rights and benefits.

Representative Agreement for all Representatives to sign.

I have read and acknowledge the full terms of the Code of Conduct and agree to abide by it unreservedly. I understand that my obligations include the following:

- (1) AAS Representatives are responsible to behave themselves in such a manner as to always represent AAS and its Partner and Member community in the most favorable way. The success and reputation of the AAS Community is built on the actions of its members. The Representative of the AAS community are responsible for enhancing

the AAS mission and vision through professional conduct, commitment to excellence, social responsibility, ethics and integrity and active citizenship.

(2) The AAS Code of Conduct is applicable to all AAS Representatives, including Management Committee, Council of Advisors, Employees, Contractors, and Volunteers.

(3) General conduct of AAS Representatives requires the following: -

- a) The AAS Representative will treat each other, its Members and external Stakeholders respectfully and in a polite form;
- b) The AAS community to be free from harassment and discrimination of any form. Discrimination on the basis of academic institution, religion, sexual orientation, race, nationality, economic capacity, age or gender, or any other form of discrimination are forbidden;
- c) While engaged in any official activity AAS Representatives must uphold the highest standard of personal conduct;
- d) The AAS Management Committee and its Secretariat has a responsibility to uphold and enforce the Code of Conduct and is asked to report about any violation or concerns via appropriate channels.

Name/Surname _____

Representative Title/Capacity: _____

Signature: _____