



# **CODE OF ETHICS & CONDUCT**

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# 1. Preface

This Code of Ethics and Conduct (the “Code”) is binding on all MABC committees, its Ex officio members, members co-opted to the EXCO or any sub-committee and its staff, including third party contractors engaged by MABC (together called “**Office Holders**”). It provides a set of principles to promote ethical practices and demonstrates that MABC takes seriously the importance of maintaining high ethical standards.

## 2. Guiding Principles

### A. Responsibility, Service, and Public Mindedness

- Responsibly conduct its activities in the best interest of its members, relevant stakeholders and MABC, as a whole.
- Maintain and account for all money and assets of MABC which should be treated with utmost care and prudence in trust for MABC’s objects.
- Conduct its activities in a manner that will promote and maintain the public’s trust.
- Avoid any conflicts of interest in the discharge of duties.
- Exhibit a responsible and caring attitude toward a sustainable and healthy environment.
- Ensure that members of the MABC Executive Committee (EXCO) shall be fit and proper persons that must not be:
  - An undischarged bankrupt;
  - A person convicted of an offence involving fraud, dishonesty or moral turpitude who has not received a free pardon or who has exhausted all judicial appeals;
  - A person found or declared under any written law to be of unsound mind.

### B. No Discrimination

MABC shall work inclusively without regard to politics, religion, culture, ethnicity and individual identity. MABC shall act democratically but shall endeavour to achieve consensus in decision making.

### C. Transparency and Accountability

- MABC and Office Holders shall be transparent, truthful and open in all of its dealings with the government, members, partners, and other stakeholders.

- MABC’s governance structure, decision making, activities, and dealings with third parties shall be open to scrutiny by its membership and MABC shall make effort to inform its membership about its work and the use of its resources.
- MABC and its Office Holders shall be accountable for their actions and decisions.

#### D. Legality

- MABC shall not engage in any activities that are unlawful or unethical and shall be vigilant against all forms of corruption, bribery or financial impropriety or acts that may unduly influence the work of public officials.
- MABC shall encourage confidential whistleblowing by staff and members against any form of impropriety and to provide evidence of such impropriety and shall develop and maintain policies and procedures to protect whistleblowers.
- MABC shall take prompt corrective action whenever wrongdoing is discovered, to the extent permitted by law.

#### E. Conflicts of Interest

- All Office Holders shall disclose fully any personal interest in any matter being undertaken by them for MABC that may give rise to a conflict of interest or potential conflict of interest with their position in MABC. The following shall apply in particular:
  - a. Office Holders shall refrain from using their position to secure privilege, gain or benefit for themselves or persons with whom they have close family ties or commercial interest.
  - b. All Office Holders shall avoid any arrangement that may give rise to a conflict of interest between their duties as Office Holders and their own personal interests.
  - c. A conflict of interest under paragraph b. above is deemed to exist where the Office Holder gains financially or obtains an advantage from an arrangement that came to the Office Holder by virtue of his position in the MABC, unless the Office Holder obtained prior approval of the arrangement from the EXCO after full disclosure, and the other party to the arrangement acknowledged that it was aware that it could deal freely with persons other than the said Office Holder.
  - d. Where a third party wishes to enter into an arrangement with an Office Holder that could give rise to a conflict of interest as defined above, the Office Holder must make it known to the third party that the third party is entitled to deal with other members of the Council offering similar services or products as the Office Holder concerned, and that any arrangement with the third party would be subject to disclosure and approval of the EXCO.
  - e. Office Holders who are involved in activities similar to that carried out by MABC, especially income-generating activities, must also declare their interest to the EXCO

- f. A person who is involved in businesses which are in competition with that of MABC's income-generating activities shall not sit on committees/project teams/discussion groups which handle such activities.
- Office Holders must disclose any gifts received by them unless these are in appreciation of services provided earlier in the normal course of their duties. No gifts must be accepted by an Office Holder that could compromise their integrity or responsibilities under this Code.
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- An Office Holder who may have a personal interest in any matter being undertaken by MABC or who has a conflict of interest in a matter being undertaken by MABC shall not deliberate upon or participate in deciding on such matter.

#### F. Public Advocacy Standards

- Accuracy and in context - Information that MABC chooses to disseminate to the media, policy makers or the public must be accurate and presented with proper context. This includes information presented with respect to any legislation, policy, individual, organization, or projects it opposes, supports, or is discussing. Forward-looking projections are to be presented clearly as such, and not as fact.
- Verbal and written statements - MABC has clear guidelines and approval processes for the issuing of verbal and written statements that are to be strictly followed at all times.
- Disclosure of bias - MABC shall present information in a fair and unbiased manner. Where a possible bias is unavoidable or inherent, it is to be disclosed.
- Authority for statements - MABC's statements must reflect its actual authority, as vested in its Constitution.

END

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