



# Code of Conduct

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## 1. Introduction

1.1 The Assyrian Cultural & Social Youth Association Inc. (hereinafter “the ACSYA Inc.”, “us”, “we”, and “our”) is committed to serving our communities with the highest standards of conduct. As such, this requires each one of us, at all times, to think and act accordingly to the ACSYA Inc.’s Code of Conduct (hereinafter the “Code”), and collectively, demonstrate our shared values.

1.2 The Code encompasses our standards and reflects our organisation’s commitment to quality, integrity, and professionalism. It outlines the standards that is expected from our members at the ACSYA Inc. and provides guidance on decision making.

## 2. Our Shared Values

2.1 Every day, the ACSYA Inc. seeks to make an impact to our people as well as the communities we serve and represent. We are committed to serving our communities with distinction by building a brand that is based on honesty, integrity, and professionalism.

2.2 We, as an organisation, are also dedicated to fostering a culture of accountability, competency, and objectivity. In this spirit, the ACSYA Inc. expects our members to carry out their duties

efficiently and to comply with applicable professional standards, laws, and regulations.

### 3. Communications

3.1 The ACSYA Inc. expects our members to be courteous and professional in both personal and professional communications. Our members are expected to use sound judgment and common sense when engaging on social networks and other online communities.

3.2 When communicating on organisational matters, members are to consult the Board of Directors prior to dealing with the media or issuing official statements on behalf of the ACSYA Inc. Our members must distinguish between personal and professional views and to avoid any actions or behaviours that may discredit ourselves and the integrity of our brand.

### 4. Confidentiality

4.1 Confidentiality is an organisational imperative. Information relating to the ACSYA Inc. as well as its affiliates, associates, board, partners, and respective members is confidential and remains the sole property of the organisation.

4.2 The ACSYA Inc. is committed to the protection and safeguarding of confidential and personal information that we, as an organisation, hold. It is strictly prohibited to disclose confidential and personal information entrusted to us unless granted permission to do so by law.

4.3 Confidential information is all information disclosed, provided, or otherwise made available during your tenure with the organisation. The misuse of confidential information, such as, for personal advantage, or for the benefit of third parties— even after your membership ends —is prohibited.

4.4 The ACSYA Inc. expects our members to comply with the Code, and to avoid engaging in actions or behaviours that may pose

a breach. Any incident resulting in a breach, loss, or misuse of confidential information must be reported immediately.

## 5. Use of Organisational Assets and Resources

5.1 Members of the ACSYA Inc. are expected to protect organisational assets and resources against damage, loss, theft, unauthorised access, and misuse. The use of organisational assets and resources for personal, unlawful, or unethical purposes is strictly prohibited.

5.2 The ACSYA Inc. provisions access to assets and resources so that members can effectively perform their official duties. E-mails sent and/or received by members using organisational assets are considered official records, and thus, must be treated as such.

5.3 As official records, the ownership of such communications remains the property of the ACSYA Inc. Those who hold an @acsya.org e-mail asset are required to respect confidentiality, privacy, legal/ professional privilege, the rights of others, and to ensure that the content and dissemination of such e-mails does not breach those protections.

5.4 The ACSYA Inc. reserves the right to monitor access at any time for security and compliance purposes. By utilising such assets and/or resources— you are expressly consenting to these monitoring activities.

## 6. Intellectual Property

6.1 The ACSYA Inc. encourages creativity and innovation in every aspect of our organisational space. The presentations, documents, concepts, ideas, loose notes, diaries, drawings, photographs, information, meeting minutes, computer screen shots and/or print outs contained in the organisation's communications systems and related databases are the intellectual property of the ACSYA Inc.

6.2 Anything conceived or produced— by you —during your tenure with the ACSYA Inc. remains the intellectual property of the

organisation. The copying or use of our intellectual property, such as, for personal advantage, or for the benefit of third parties— even after your membership ends —is prohibited.

## 7. Political Activities

7.1 The ACSYA Inc. remains impartial to political parties at all levels of government. Individual members, on the other hand, may contribute or volunteer their personal time to political activities (i.e., candidates campaigning for public office or fundraising), noting that such activities do not represent the position of the ACSYA Inc.

## 8. External Activities

8.1 The ACSYA Inc. recognises that our people may wish to pursue external opportunities during their personal time. Participation in the activities of a charitable, not-for-profit, professional, or religious organisation is encouraged as long as they do not interfere with the individual's responsibilities at the ACSYA Inc. or result in a conflict of interest.

## 9. Diversity, Equity, and Inclusion

9.1 The ACSYA Inc., including its Board of Directors, embraces an organisational culture of diversity, equity, and inclusion. The modelling of positive, respectful, and inclusive behaviours, as well as the valuing of diversity within our organisational space are core principles intricately connected to our success.

9.2 The ACSYA Inc. strives to treat our members fairly, equitably, and acknowledges their diverse wealth of knowledge, skills, and capabilities. We are consistently listening to and engaging with our members to respond appropriately to their individual needs and changing circumstances.

9.3 As an independent not-for-profit organisation, the ACSYA Inc. expects our members to lead by example as well as to treat each other with fairness, dignity, and mutual respect. Members of the ACSYA Inc. are to act responsibly and to display courtesy.

9.4 The ACSYA Inc. is committed to fostering an environment which is free from discrimination, bullying, and harassment. We do not tolerate discrimination on the grounds of race, age, disability, faith, gender, political and/or social beliefs and practices as well as those categories protected by local law.

## 10.Compliance

10.1 Each one of us must understand and apply the Code in everything we do so that we can maintain a sustainable culture of ethics and standards. Members of the ACSYA Inc. have a responsibility to not only comply to the Code but to identify and report, in good faith, any potential or actual compliance breaches as well as conflict of interest through consultation and/or reporting.

10.2 Members that are found to be in breach of the Code will face disciplinary action. The action shall be appropriate to the breach and may include and is not limited to an official warning or for more serious matters, termination of membership or legal proceedings.

## 11.Questions?

11.1 Should you have any questions about the Code, please contact the ACSYA Inc. by e-mail: [info@acsya.org](mailto:info@acsya.org)