



**ATCCC Code of Conduct and Ethics for all Members, Staff and Directors**  
(as approved by ATCCC Board of Directors – BoD Meeting # 05 on 8<sup>th</sup> December 2019)

**Introduction**

This Code of Business Conduct, Program Guidelines and Ethics (the "Code") sets forth ethical standards of conduct for all members of Australia Telugu Community and Cultural Centre (ATCCC) (the "Company") an entity of Telugu Association of Australia Incorporated (TAAI). This Code is intended to deter wrongdoing and to promote the conduct of all ATCCC Directors and members in accordance with high standards of integrity and in compliance with all applicable laws and regulations. This Code applies to the ATCCC and its members and all its subsidiaries.

**Policy**

It is the policy of the ATCCC to provide our Code of Conduct and Ethics, which will serve as guide to proper business conduct for all ATCCC Directors, Committee Members, Members, Officers and Volunteers. The acceptance of any members to be part of ATCCC is made through Board of Directors (BoD) and the BoD has final authority. We expect all Directors and members to observe the highest standards of ethics and integrity in their conduct. This means following a basic code of ethical behaviour that includes the following.

**Build Trust and Credibility**

The success of our organisation (ATCCC) is dependent on the trust and confidence we earn from our members of Community and community stakeholders and wider community. We shall uphold credibility by adhering to our commitments, displaying honesty and reaching ATCCC goals solely through honourable conduct.

**Community**

The intent of ATCCC goal is to promote community engagement, awareness, and harmony and support community where possible.

**Compliance with Laws, Rules and Regulations**

The ATCCC requires that all Directors and members comply with all laws, rules and regulations applicable to the ATCCC wherever it conducts its business. You are expected to use good judgment and common sense in seeking to comply with all applicable laws, rules and regulations and to ask for advice when you are uncertain about them.

If you become aware of the violation of any law, rule or regulation by the ATCCC, whether by its Directors and Officers, or any third party doing business on behalf of the ATCCC, it is your responsibility to promptly report the matter to ATCCC Chair or to the BoD's. While it is the ATCCC's desire to address matters internally, nothing in this Code should discourage you from reporting any illegal activity, including any violation of the securities laws, antitrust laws, and environmental laws or any other federal, state or foreign law, rule or regulation, to the appropriate regulatory authority. Directors, Officers and Members shall not be discharge, demote, suspend, threaten, harass or in any other manner discriminate or retaliate against an member because he or she reports any such violation, unless it is determined that the report was made with knowledge that it was false. This Code should not be construed to prohibit you from testifying, participating or otherwise assisting in any state or federal administrative, judicial or legislative proceeding or investigation.

**Conflicts of Interest**

Members must act in the best interests of the ATCCC. You must refrain from engaging in any activity or having a personal interest that presents a "conflict of interest." A conflict of interest occurs when your personal interest interferes, or appears to interfere, with the interests of the ATCCC. A conflict of interest can arise whenever you, as a director, officer or as a member take action or have an interest that prevents you from adhering to ATCCC's duties and responsibilities honestly, objectively and effectively.





For example:

No director, officer or member shall bring disrepute to other ATCCC BoD's business or member itself due to the business outcome of its relationship in conducting their business as a volunteer for this not for profit organisation and associated entities.

No director, officer or member shall use his or her position with the ATCCC to influence a transaction with a supplier or customer in which such person has any personal interest, other than a financial interest representing ATCCC business.

At ATCCC, the organisation strives to provide unified and clear platform to its Directors, Officers, and Members, and would discourage any of its directors, officers or members engaging in conflict, if such matters have been brought to ATCCC Board. BoD's has final decision on concerned matters with ATCCC.

### **Confidentiality**

Directors, Officers and Members must maintain the confidentiality of confidential information entrusted to them by the ATCCC or other ATCCC related companies except when disclosure is authorized by a BoD or legally mandated. Unauthorized disclosure of any confidential information is prohibited. Additionally, Members of Board should take appropriate precautions to ensure that confidential or sensitive business information, whether it is proprietary to the ATCCC or another company, is not communicated within the ATCCC except to Board members who have a need to know such information to perform their responsibilities for the organisation.

Third parties may ask you for information concerning the organisation. Subject to the exceptions noted in the preceding paragraph, Members, officers and directors (other than the ATCCC's authorized spokespersons) must not discuss internal ATCCC matters with, or disseminate internal ATCCC information to, anyone outside the ATCCC, except as required in the performance of their ATCCC duties and after an appropriate confidentiality agreement is in place. If you receive any inquiries of this nature, you must decline to comment and refer the inquirer to ATCCC Board of Directors Chairperson or one of the ATCCC's authorized spokespersons.

### **Honest and Ethical Conduct and Fair Dealing**

Directors, Officers, Members of ATCCC should deal honestly, ethically and fairly with the other members. Statements regarding the ATCCC services must not be untrue, misleading, deceptive or fraudulent. You must not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts or any other unfair-dealing practice.

### **Gifts and Gratuities**

The use of ATCCC funds or assets for gifts, gratuities or other favours to members or government officials is prohibited, except to the extent such gifts are in compliance with applicable law, insignificant in amount and not given in consideration or expectation of any action by the recipient.

Common sense and moderation should prevail in business entertainment engaged in on behalf of the ATCCC. Directors, Officers and Members should provide, or accept, business entertainment to or from anyone doing business with the Organisation only if the entertainment is infrequent, modest and intended to serve legitimate business goals.

Bribes and kickbacks are criminal acts, strictly prohibited by law. You must not offer, give, solicit or receive any form of bribe or kickback anywhere in the world.

### **Waivers of this Code of Business Conduct and Ethics**

While some of the policies contained in this Code must be strictly adhered to and no exceptions can be allowed, in other cases exceptions may be appropriate. Any director, officer and members who believe that an exception to any of these policies is appropriate in his or her case should first contact ATCCC Chairperson. If the Chairperson agrees that an exception is appropriate, the approval of the ATCCC Board must be obtained. The ATCCC Board shall be responsible for maintaining a record of all requests for exceptions to any of these policies and the disposition of such requests.





### Reporting and Compliance Procedures

Every member has the responsibility to ask questions, seek guidance, and report suspected violations and express concerns regarding compliance with this Code. Any member who knows or believes that any other member or representative of the ATCCC has engaged or is engaging in ATCCC-related conduct that violates applicable law or this Code should report such information to Chair person, as described below. You may report such conduct openly or anonymously without fear of retaliation. The organisation will not discipline, discriminate against or retaliate against any employee who reports such conduct, unless it is determined that the report was made with knowledge that it was false, or who cooperates in any investigation or inquiry regarding such conduct. Any committee member who receives a report of a violation of this Code must immediately inform the Chair Person of the ATCCC Board.

You may report violations of this Code, on a confidential or anonymous basis, by contacting the ATCCC Chairperson by e-mail: [chairperson@atccc.org.au](mailto:chairperson@atccc.org.au) .

Failure to comply with the standards outlined in this Code will result in disciplinary action including, but not limited to, reprimands, warnings, probation or suspension, discharge and restitution. Certain violations of this Code may require the organisation to refer the matter to the appropriate governmental or regulatory authorities for investigation or prosecution. Moreover, any Board member of ATCCC who directs or approves of any conduct in violation of this Code, or who has knowledge of such conduct and does not immediately report it, also will be subject to disciplinary action, up to and including discharge.

### Dissemination and Amendment

This Code shall be distributed to each new member , Director and officer of the ATCCC upon commencement of his or her membership or other relationship with the organisation and shall also be distributed periodically to each member and ATCCC Board shall certify that he or she has received, read and understood the Code and has complied with its terms.

The organisation reserves the right to amend, alter or terminate this Code at any time for any reason.

This document is ATCCC guidelines and principles and its intent is to promote and support its members by creating harmony and healthy community by acting in utmost good faith.

