

QASA

Member and Associate Member Code of Conduct Policy (applicable with the QASA Constitution September 2013)

1. Background

This policy has been formulated to ensure fairness and that a standard of good conduct and behavior is maintained by all Members and Associate Members.

2. Regulatory Framework

QASA's Member and Associate Member Policy has been developed based on:

- 2.1 QASA Constitution (September 2013)
- 2.2 Constitution of the Republic of South Africa, 1996

3. Integrity

A Member and Associate Member will all the times behave with integrity and will not knowingly lay a claim to a level of competence not achieved. A Member and Associate Member must express an opinion on a subject only when it is founded adequate knowledge and honest conviction.

5. Impartiality

A Member and Associate Member will/shall act with impartiality when purporting to give independent advice and will disclose any relevant interests.

8. Responsibility

A Member and Associate Member will accept full responsibility for any work undertaken and will construct and deliver that which has been agreed to.

9. Conflicts of Interest

Members and Associate Members must not have financial interest that could have a negative impact on the performance of QASA, or derive any financial benefit from any contract between the company and a third party were the Member may influence any decisions that are taken regarding the contract or attempt to influence any decision of the organization concerning any matter with the view to deriving any direct or indirect personal benefit.

10. Termination or Suspension of Membership Compliance and Discipline:

If a Member or Associate Member contravenes the QASA Constitution, acts or behaves in a manner transgressing the QASA Code of Conduct (as stated below in 11) and after hearing evidence, the QASA Management may, of its own volition, request the Regional Association where the Member or Associate Member is registered, to suspend or terminate the membership if such Member or Associate Member contravened the Constitution, or acted in

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such a way that QASA as a whole, or the image of QASA was damaged or brought into disrepute.

The Regional Association in which such person is registered shall then be obliged to suspend or terminate the person's membership.

Should the Regional Association not respond to the contravention as requested by QASA within 7 days, the QASA Executive Board will exercise the authority to consider the contravention and make a decision on termination or suspension.

QASA Executive Board has the right to consult and instruct QASA attorneys on any matter of Membership and Associate Membership conduct.

11. Code of Conduct for Members and Associate Members of QASA:

A Member and/or Associate Member shall:-

1. Not communicate with the media on anything concerning QASA or QASA's projects, unless prior authority is obtained from the QASA Executive committee or the QASA Chief Executive Officer (CEO).
Only the QASA CEO or selected and requested Member by the CEO are mandated to communicate with the media on QASA related issues.
Regional Associations will have their own appointed media liaison officers to communicate on regional issues.
2. Conduct him or herself in a manner that will never bring down the good name of QASA through any action that is illegal or contrary to normal social behaviour.
3. Conduct him or herself in a manner that contravenes the Constitution of QASA or the Laws of South Africa.
4. Resolve any disputes that may arise through a process of conciliation with their Regional Association, or in the case of Members or Affiliate Members outside the Regional Associations, with the QASA CEO, or Chairperson. Any disputes between Members and Associate Members and Regional Associations may be mediated by a representative from QASA who is appointed and authorized by the QASA Executive to do so in response to an unresolved dispute at Regional Association level.
5. Communicate directly through the Regional Association where their membership is held unless they live in a Region/Province that is not affiliated to QASA, in which case direct communication with the QASA office in this case the CEO, is encouraged.
6. Not communicate directly or indirectly with any donor, grantmaker, supplier, project partner, the auditors, attorneys of QASA.
7. Not communicate directly or indirectly by using the QASA membership network.

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