

Code of Conduct

I. PURPOSE

- A. The Code of Conduct specifies standards of conduct that are expected of all associated individuals.
- B. The Code aims to foster and maintain public trust and confidence in the integrity and professionalism of ASA, A3, events, and bid competitions, and enhance the reputation of the community at large.
- C. Scope:
 1. This Code applies to all associated individuals, not limited by their duration or capacity of involvement with their respective organizations.
 2. This Code applies in settings related to the community, including but not limited to physical or virtual occurrences of:
 - a) team practices, rehearsals, auditions, or meetings;
 - b) team performances, general events, or social gatherings;
 - c) competition or event meetings, fundraisers, or social gatherings;
 - d) competition or event hotels, mixers, performances, or after parties;
 - e) ASA meetings, events, or social gatherings;
 - f) ASA or A3 hotels, mixers, conventions, performances, or after parties;
 - g) any form of digital communication, including posts on social media, that relates to activities of teams, events, bid competitions, or ASA, or with associated individuals or any member of the community;

II. PRINCIPLES

- A. ASA is committed to the growth, development, and excellence of the South Asian A Cappella community.
- B. The standards of conduct support ASA's values of being inclusive, inspiring, impactful, and enriching.

III. RESPONSIBILITIES

- A. It is the responsibility of organizational leaders to:
 1. familiarize themselves with the content of this Code; and
 2. understand the sanctions that can be applied by ASA for a breach of the Code.
- B. It is the responsibility of ASA Board Members to ensure that:
 1. all associated individuals are informed of this Code; and
 2. organizational leaders are aware of their responsibilities in accordance with this Code.

IV. CONDUCT GUIDELINES

- A. Associated Individuals are expected to act appropriately at all times. This include the following:
 1. maintain an awareness of and participate in community-related activities, events, and organizations in accordance with ASA's values, strategic and operational plans, relevant policies and procedures, contractual agreements and any other guidelines;
 2. behave ethically and take action to prevent unethical behavior;

3. perform official organizational duties with professionalism, care, skill, fairness and diligence;
 4. maintain currency of their knowledge, skills, and technical competencies;
 5. treat others with courtesy, dignity and respect;
 6. communicate without bias;
 7. respect and accommodate the rights and differences of others;
 8. ensure that their own conduct contributes to a community free of discrimination and harassment (see: [Non-Discrimination Policy](#), [Harassment Policy](#) and [Anti-Racism Policy](#));
 9. take all reasonable care for the health, safety and well-being of others, and report hazards, incidents, accidents and risk of harm or injury to the appropriate organizational leader (see: [Health & Safety Policy](#));
 10. take all reasonable care for the physical environment provided by ASA or Affiliated Events (see: [Health & Safety Policy](#)); and
 11. act in the best interests of ASA and refrain from activities that could bring ASA into disrepute.
- B. Personal Information and Confidentiality:
1. Affiliated individuals are entitled to confidentiality and privacy with respect to information that is personal to them.
 2. Associated individuals are expected to maintain the confidentiality, integrity and security of information to which they have access as a result of their membership or participation with community-related activities, events, or organizations.
 3. Associated individuals must not use information to which they have access as a result of their membership or participation with community-related activities, events, or organizations to gain or seek to gain personal benefit for themselves or others.
 4. Associated individuals may only release information that they are explicitly authorized to release.
- C. Communication:
1. ASA is committed to encourage public comment and the engagement of members of the community in intellectual debate and cultural pursuits.
 - a) Note: There are certain caveats to this. Any board member affiliated with ASA, A3, or Alumkaar in any capacity who interacts with any 'confessions' or similar anonymous pages on any social media platform will be subject to an internal review process. This includes, but is not limited to, liking, posting, commenting, or engaging in discussions. Following such pages is strongly discouraged to maintain professionalism and organizational integrity. Violations of this policy may result in disciplinary action, up to and including removal from the board.
 2. In making written or oral comments which purport to represent the views or authority of ASA and which might reasonably be expected to become public, associated individuals have a responsibility to ensure that they have delegated authority to make such public comments.
- D. Conflict of Interest
1. Associated individuals are expected to take reasonable steps to avoid actual, potential, or perceived conflicts of interest between their private interests and

the interests of their respective community-related activities, events, or organizations, especially as they pertain to the event-related activities of the community, including but not limited to team selection for events or competitions, team lineup order selection, judge selection, scoring, tabulation, awards, or the ASA bid point system.

2. If a situation that may give rise to an actual, potential, or perceived conflict of interest exists or staff are unsure whether such a situation exists, disclosure must be made to their immediate organizational leader or to ASA, and immediate action must be taken to resolve the conflict of interest or withdraw the appropriate party from the situation entirely.
3. Organizational leaders must be especially alert to the various situations in which conflicts of interest may arise and handle such situations in a sensitive manner.

E. Personal Relationships

1. Associated individuals are expected to take care that any personal or family relationships do not involve a conflict of interest or breach of trust.
2. Associated individuals should disclose such relationships to the appropriate organizational leader or to ASA if they could result in a conflict of interest.

F. Multiple Roles

1. A conflict of interest may arise where an associated individual performs or assumes a role in addition to his or her substantive appointment as part of a community-related event, activity, or organization. The additional role performed by the individual may come into conflict with the fulfillment of the responsibilities of each role.
2. A conflict of interest in relation to multiple roles might arise, for example, where an associated individual:
 - a) is part of the selection process for A cappella teams that applied to a competition, but also has a role on an A Cappella team that submitted an application. In such a situation, the associated individual should remove themselves from the selection process; or
 - b) is part of an A cappella team that is competing in the current competition season, but also is selected as a judge at a different competition. In such a situation, the associated individual should decline to serve as a judge for the respective competition.

G. Gifts and Benefits

1. Associated individuals must not give, solicit or received gifts or benefits that might, or might be perceived to, in any way compromise or influence them in the performance of their duties, especially as it pertains to the event-related activities of the community, including but not limited to team selection for events or competitions, team lineup order selection, judge selection, scoring, tabulation, awards, or the ASA bid point system.

V. BREACHES OF THIS CODE

- A. Breaches of this Code that are submitted as a written complaint to ASA will be dealt with in accordance with ASA's [Complaints Policy](#).
- B. The consequences for a proven breach will be determined at the discretion of ASA. Consequences range from, but are not limited to, monetary fines, probation, disqualification from competition, suspension from membership, or termination of contract.

VI. COMPLAINTS

- A. Any individual with a concern is encouraged to report it and seek assistance, in accordance with the procedures described in ASA's [Complaints Policy](#).
- B. Complaints will be dealt with in a sensitive, timely and confidential manner.
- C. Complaints may be submitted anonymously, but this will significantly limit the extent to which ASA will be able to provide recommendations, perform corrective actions or place sanctions on participation.

VII. RETALIATION

- A. Retaliation against a person who reports a potential violation under this Code, assists someone with a report of a violation, or participates in any manner in an investigation or in the resolution of a complaint made under this Code is strictly prohibited and will not be tolerated.
- B. Retaliation includes but is not limited to threats, intimidation, reprisals and/or adverse actions related to an individual's membership, leadership, or participation in a community-related activity, event, or organization.
- C. ASA will take appropriate steps to assure that a person who in good faith reports, complains about, or participates in an investigation pursuant to this Code will not be subjected to retaliation.
- D. Individuals who believe they are experiencing retaliation are strongly encouraged to file a complaint with ASA using the same procedure outlined in the ASA [Complaints Policy](#).

VIII. ADDITIONAL INFORMATION

- A. ASA reserves the right to make changes to any part of this Code from time to time.
- B. ASA reserves the right to investigate violations of policies at its own accord at any time and enact appropriate consequences up to the organization's discretion.
- C. We will notify the community about significant changes by making a post on our social media, by placing a prominent notice on our website, and/or by updating information on our policies page.
- D. ASA welcomes your questions or comments regarding this Code of Conduct. You may contact us via email at legal@desiacappella.org.