

## **Almaty International Women's Club**

Founded originally in 1994 by four members, the AIWC has grown to over 180 members from 50 different countries, including our host country, Kazakhstan.

The AIWC is an English language social organization supporting the expat community living in Almaty and giving back to the local community through charities.

### **Vision Statement**

A supportive and caring community of international women building relationships of mutual respect and understanding. We provide the opportunity to make new friends, enriching our community with our multi-cultural perspectives, while also providing opportunities to give back to the local society through charity.

## **C O D E O F C O N D U C T**

AIWC (Almaty International Women's Club) members (including all Board of Trustee members) are expected, at all times, to act lawfully, honestly, ethically, and in the best interests of the AIWC while participating as a member of the club. This code provides some guidelines for club conduct which is required by all AIWC members. Persons who are unsure whether their conduct or the conduct of another member complies with this code should contact the AIWC Board of Trustees. This code is subject to change and may be amended, supplemented or superseded by one or more separate policies.

The following outline the AIWC Code of Conduct:

### **Communication**

Each AIWC member should take care to ensure that the club is a safe and secure environment for all members, mindful of the fact that the club is an English-medium organization composed of members from many cultures and backgrounds. All communication should be respectful, clear, honest and accurate. Potential risks to individual members or the overall club environment and reputation can occur through inaccurate or misleading statements (which can include but is not limited to false information, misrepresentation, breach of trust, unfair disclosure or blatant slander).

Violation of this code can result in the revocation of club membership, which is determined by the AIWC Board of Trustees.

### **Public Disclosure**

AIWC is committed to transparency and integrity of its financial and annual reports and other communications. The Board of Trustees is responsible for ensuring that the disclosure of all reports is full, fair, accurate, timely and understandable. All board members are responsible for handling this information respectively, maintaining the integrity of AIWC.

Failure to follow this code can result in the revocation of club membership, which is determined by the AIWC Board of Trustees.

### **Confidential Information**

AIWC members who serve in leadership positions or on committees (as well as the Board of Trustees) are required to respect confidential information entrusted to them and must always keep such information in strict confidence. Confidential information includes (but is not limited to) personal information shared directly or indirectly, event planning, opinions shared during decision-making discussions.

We have an open and transparent culture in AIWC, and this code is not intended to stifle ongoing dialogue and sharing that has facilitated the sense of community within the organization. Rather, each member should use his/her judgment to share only what is appropriate within and outside of the club. Please always keep in mind that improper use or disclosure of confidential information could seriously damage the AIWC reputation, relationships between members, relationships in the community, expose the club to liability and cause harm to the organization.

Violation of this code can result in the revocation of club membership, which is determined by the AIWC Board of Trustees.

## **Protection of Member Data**

Depending on your role with AIWC, you may have access to information systems and tools that enable you to access certain information relating to members. However, all AIWC members have access to a certain level of member's personal contact information and it is of utmost importance that all AIWC members treat this data with sensitivity and caution, only sharing or passing on information with express permission. Personal data and information are considered confidential and subject to privacy protection in many jurisdictions.

Failure to follow this code can result in the revocation of club membership, which is determined by the AIWC Board of Trustees.

## **Financial Integrity and Responsibility**

AIWC members, especially those members serving in leadership positions or on committees (including the Board of Trustees), are expected to act responsibly and exercise sound judgment with respect to all matters involving AIWC finances. If, in the course of your duties, you spend money, enter contracts, or maintain financial records on behalf of AIWC, with respect to such duties you must keep accurate records, submit accurate and complete reports that are required and comply with AIWC internal controls as well as ensure compliance with all applicable legal and regulatory requirements.

Violation of this code can result in the revocation of club membership, which is determined by the AIWC Board of Trustees.

## **Conflicts of Interest**

AIWC members are expected to use their judgment to act, at all times and in all ways, in the best interests of the club. As such, AIWC members should attempt to avoid actual or apparent conflicts of interest. A conflict of interest exists when your personal interests interfere with the best interests of AIWC. For example, you may not use your position as a member with AIWC to promote your personal business. A conflict of interest may also arise from a personal relationship with a sponsor, business, charity or other members, if that relationship impairs or may be perceived to impair your objective judgment. Other specific areas of potential conflict of interest can include (but is not limited to):

- personal relationships with sponsors/business partners
- serving on other boards and investing in other organizations
- promoting your business or place of work
- financial donations
- certain personal relationships with members

The best rule for any situation that appears to have a conflict of interest is to “abstain and disclose.” If it is not possible to avoid participating in an event or activity that is creating the conflict: 1. Promptly disclose

the potential conflict and resolve it 2. Avoid participating in decisions that might raise the appearance of a conflict until you receive appropriate guidance from the Board of Trustees.

Failure to follow this code can result in the revocation of club membership, which is determined by the AIWC Board of Trustees.

## **Compliance with All Laws**

All AIWC members are expected to act within the bounds of applicable laws, rules and regulations of Kazakhstan. The application of these can be complex and fact-dependent. If you have any questions regarding applicability and interpretation of any law, rule or regulation, you can contact the Board of Trustees.

Violation of this code can result in the revocation of club membership, which is determined by the AIWC Board of Trustees.

## **Harassment**

AIWC does not tolerate unlawful harassment or any mistreatment (that could take the form of but is not limited to threats, insults, liable and the like) by or of its members, guests, clients or agency partners in the club or in club-related situations on the basis of sex, race, color, nationality, ethnic or national origin, ancestry, citizenship, religion (or belief, where applicable), age, physical or mental disability, medical condition, sexual orientation, veteran status, marital status or any other category protected under applicable federal or local law. If you suspect unlawful harassment, discrimination, or retaliation has occurred, you may provide a written complaint to the AIWC Board of Trustees for review and investigation.

Failure to follow this code can result in the revocation of club membership, which is determined by the AIWC Board of Trustees.

## **Reporting Violations**

If any member learns or suspect of a violation of this code or AIWC policy or any law, he/she should promptly report it to the AIWC Board of Trustees. If you are uncomfortable making such a report, you may do so anonymously.

In cases where an individual reports a suspected violation of this code in good faith and is not engaged in the questionable conduct him/herself, AIWC will attempt to keep its discussions and actions confidential to the greatest extent possible. AIWC will not retaliate against anyone making a good-faith report of a potential violation. AIWC will investigate any report of a violation. The individual must then cooperate fully with any investigation, but should not investigate independently, as the process is complex, and he/she may risk compromising the integrity of that formal investigation/evaluation.

Conduct that violates the law or AIWC organizational policies is grounds for prompt disciplinary action. Discipline for a violation may range from a warning up to and including immediate termination of membership. Where any laws have been violated, AIWC will cooperate fully with the appropriate authorities.

**As a legally registered non-governmental organization, the Almaty International Women's Club reserves the right to revoke membership or disallow membership renewal based on any violation of the above outlined code.**