



Code of Conduct

The Parents Association (TPA)

TPA Members and Volunteers

Congratulations on becoming a member of TPA!

Thank you for agreeing to dedicate your time and efforts for the benefit of the children of TISIS. You will find it is sometimes a demanding task, but overall it is a great contribution to the wellbeing of our children.

We are a non-profit, tax-exempt organization under Swiss laws. Regardless of the time and sacrifices you devote, it is our policy that no director, officer or volunteer of our organization should receive any financial benefit or credit for their volunteer activities. *(Out-of-pocket expenses, however, can be reimbursed with substantiation and approval of the board.)*

We have enclosed a copy of our by-laws. Distinct responsibilities come with being a volunteer of a nonprofit organization. In your position, you have accepted an obligation *to act in the best interests of the organization as a whole*. All directors and officers are expected to adhere carefully to the policies, goals and principles of the organization and to set an example of civic volunteerism. You will find our policies in our by-laws.



During your service to our organization and our community, we hope you will keep these principles in mind:

Organizational goals before personal goals

With the best interest of the entire program ahead of the individual agendas. We are here to serve the TASIS community with quality programs. All TPA members must commit to align the association's goals with the school's mission, values and educational objectives. Members must respect school policies and procedures when advocating for changes or making requests.

Be a responsible team player

Work together - collaborate and communicate with the board, officers and volunteers. Share ideas and responsibility, and foster teamwork to achieve TPA goals. Do your best and engage other parents to volunteer on events and projects in a way that both shares the workload and builds community spirit.

Above all, encourage collaboration over personal recognition.

Speak up when you have questions or disagree, then respect and support the final decision of the association

Once an issue has been discussed and decided, support it and defend it. We may make mistakes, but we do so in good faith with the best interests of the TASIS community at heart. Be an ambassador. Introduce yourself to parents new to our program and invite them to help. Address rumors and misunderstandings promptly and constructively.



Periodically review the association and its programs

Take a fresh look at how things are done. Share current practices and be open to innovation and improvement.

Treat your colleagues respectfully

Give your colleagues the benefit of the doubt. They are volunteers just like you, doing their best to help build quality programs for the TESIS community. Conflicts should focus on issues, not personalities or individuals. Courtesy goes a long way toward building harmony and cooperation. In extreme cases, formal procedures for resolution can be enacted in accordance with the TPA bylaws.

Don't complain about it, do something

If issues or concerns arrive, be part of the solution. Always focus on solutions rather than problems. Be proactive.

Conflict of Interest and Ethics

We require that members disclose any potential conflicts of interest, such as personal or financial relationships with supporters, donors, sponsors, vendors or Contractors by sending the appropriate form to the TPA email address. Conflicting interests can occur in the area of finances, personal relationships, status, or power. Therefore members are prohibited from receiving gifts, fees, loans, or favors from



suppliers, contractors, consultants, or financial agencies, which may obligate or induce members to compromise responsibilities to negotiate, inspect, audit, purchase or award contracts with the best interest of TPA in mind.

When accepting and allocating donations the board must ensure that all funds raised are used appropriately for the benefit of the TPA community.

Should a member of the association use their position unethically and for the benefit of his/herself instead of for the benefit of the community that member will be called upon to explain and will risk removal from the association.

Technology use, Digital Platforms, Data protection & Privacy

We will encourage the use of digital tools (e.g., online collaboration platforms, document sharing) to make the work of the association more efficient. We will ensure the secure handling of any sensitive personal information collected from parents and students, in line with data protection law. We will ensure that any shared photos, videos, or information about school or our own TPA events respects privacy and complies with applicable regulations. We will follow basic etiquette guidelines for respectful and professional behavior when communicating on chats , via email, social media, video conferencing, or other online platforms. Apart from the school bulletin content, Instagram uploads, web page... etc, TPA can use our WhatsApp groups for communication and updates.



TPA Board Member Code of Conduct Contract

This code of conduct has been formulated to clarify the type of conduct that is expected of TPA Board members and officers during their tenure on the Board.

To be elected as a TPA board member you must:

- Be at least 21 years of age
- Have been TPA member for a minimum of 1 year prior to election
- Participate in volunteer training and activities when required.
- Sign and abide by the Code of Conduct and bylaws.

BOARD MEMBERS HAVE A RESPONSIBILITY TO:

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status.
2. Direct comments or criticism at the activity rather than the person.
3. Consistently display high personal standards and project a favorable image when representing the TPA.
 - a. Refrain from public criticism of fellow volunteers, students and staff..
 - b. Abstain from the use of tobacco products while representing the TPA.
 - c. Abstain from being under the influence of alcoholic beverages while representing the TPA.
 - d. Abstain from the use or be under the influence of illegal drugs while representing the TPA
 - e. Refrain from the use of profane, insulting, harassing or otherwise offensive language when representing the TPA.



- f. Refrain from personal attack or harassment, either visual, verbal or physical on another person.
- g. Attend your Board duties in a timely manner.

BOARD MEMBERS MUST:

1. Act within the law.
2. Be honest and fair.
3. Observe confidentiality in respect of all information gained through your participation as a Board Member.
4. Treat TPA members, volunteers, students, staff and community members with respect.
5. Respect the dignity of others; verbal or physical behaviors that constitute harassment or abuse are unacceptable.

I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in the TPA Board Member Code of Conduct.

Name of Board member: _____

(please print)

Signed: _____

Date: _____

Failure to abide by the TPA Board Member Code of Conduct, will result in review by the TPA board and possible suspension or dismissal pending outcome.