

## **Filipino Seniors of Mississauga (FSM)**

FSM Board Resolution FSMBR-22004, where the current FSM Board of Directors (BOD) for 2022–2023, do hereby approve and adopt the FSM Code of Conduct (COC) for the guidance of FSM organization and its membership. Its effectivity shall be upon FSM BOD approval.

### **FSM Code of Conduct (COC)**

#### **Incorporates - Articles of Conduct, Conflict of Interest, Due process and Grievance Resolution (COI)**

*All FSM members are being called upon to maintain their respect, integrity, honesty and responsibility in undertaking actions as well as decisions for the organization that we members of, participate and serve.*

*We are committed to:*

- *act honestly, truthfully and accountability in our actions, transactions and dealings*
- *avoid and/or excluding ourselves from any conflicts of interest situations and/or dealings*
- *treat our members, volunteers, and others fairly with human dignity and respect*
- *being a responsible officer/member and complying with the Constitution and By-Laws of FSM and acceptable normal norms of community standards*

### **Confidentiality Policy**

*All information specific or concerning FSM member/s, financial data, status, communications and/or records are deemed private and confidential. Any FSM member is not permitted to disclose other member's private information, such as address,*

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*contact numbers, or other related information not generally or publicly known, without their knowledge or consent.*

*Any FSM related information if not generally or publicly known cannot be released or used without obtaining a proper clearance from FSM Board of Directors.*

*General information, policy statements or general financial statements that is not identified with any of the FSM member is not classified as confidential.*

*Failure to maintain confidentiality may result in termination of FSM membership, or other disciplinary action deemed appropriate, after a proper formal investigation is conducted by the Organization.*

*This policy is intended to protect the membership, as well as, FSM as an organization, because in certain cases, violations of this policy might result in some form of unforeseen liability on parties concerned.*

*Please refer to Personal Information Protection Policy section for further information and guidance (page 4).*

### **Conflict of Interest Policy**

*In cases where any personal interest of any FSM officer and/or members from interfering with the performance of their duties and responsibilities with the Organization or which may result in some form of personal financial, professional, or political gain on the part of such person/s at the expense of FSM and its members' interests, best practice and good governance dictates to inhibit, declare, and/or exclude one's self in any deliberations,*

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*discussions, votation, or decision making if such a situation arises.*

*Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include the officers and advisers.*

### **Policy and Practices**

*1. Full disclosure, by notice in writing or verbal acknowledgement, during a planned meeting / gathering, shall be made by the subject member/s to the officers, or among those present, in all conflicts of interest situations, including but not limited to:*

*Anyone in a position to make decisions about spending FSM's resources (i.e., transactions such as purchases contracts), who also stands to benefit from that decision, has a duty to disclose that conflict as soon as it arises (or becomes apparent); he/she should not participate in any related discussions, evaluations, recommendations, and/or final decision-making process.*

*2. Following a disclosure of a possible conflict of interest or any condition listed above, the FSM officers shall determine whether a conflict of interest exists and, if so, the FSM officers shall vote to exclude subject individual/s from the meeting / discussions and request to physically leave the meeting area.*

*Votes shall be by a simple majority vote by a quorum.*

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## **Personal Information Protection Policy**

*FSM is committed to safeguarding the personal information entrusted to us by our members. We manage their personal information in accordance with FIPPA (Freedom of Information and Protection of Privacy Act). This policy outlines the principles and practices we follow in protecting the member's personal information.*

*That an individual has the right to control his/her own personal information and*

*That the privacy rules governing the collection, use, disclosure, retention and disposal of personal information are necessary*

*This policy applies to all FSM members. A copy of this policy will be provided to any member on request. It will also be sent out through e-mail to all its members with e-mail address on record.*

### **What is personal information?**

*Personal information means information about an identifiable individual. This includes an individual's name, home address and phone number, age, sex, marital or family status, an identifying number, financial information, educational history, etc.*

### **Consent**

*We ask for consent to collect, use or disclose client personal information, except in specific circumstances where collection, use or disclosure without consent is authorized or required by law. We may assume the consent in cases where the volunteer information for an obvious purpose.*

*We assume the consent to continue to use and, where applicable disclose personal information that we have already collected, for the purpose for which the information was collected.*

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### **Grievance Procedure, Due Process, and Resolution**

#### **Open Door Policy**

*An open-door policy implies that when an FSM officer, member or volunteer has a concern said individual should first approach the President for an informal discussion and attempt at a resolution.*

*If not satisfied, concerned individual should write and submit a formal complaint letter or e-mail forwarded to the office of the President of FSM, attention: FSM Board of Directors, copy furnish (cc) FSM Secretary, for record purposes.*

*The President, upon the receipt of a formal letter or e-mail, is obligated to take to the next level of conflict / problem management, that is, to discuss and seek the advice / inputs of the Board of Directors and Advisers within seven (7) days after receipt of letter or e-mail.*

*Under normal times / conditions, after four (4) days of the formal or virtual discussions, deliberations, and meeting among FSM Board of Directors and Advisers, a majority consensus shall be reached by FSM BOD, in regard to the complaint letter.*

*A formal written or e-mail feedback on the decision, consensus, or recommended course of action/s that may be warranted shall be forwarded to the concerned individual by the President of FSM within or no later than two (2) day after the FSM Board of Directors reaching their conclusion on the matter that they handled to discuss and deliberate on.*

## **Filipino Seniors of Mississauga (FSM)**

### **Due Process on Disciplinary, Expulsion, or Termination of Membership**

*In the event there is an FSM officer or member who might be subject to a possible disciplinary action, expulsion, or termination of membership, FSM President is duty bound to form a three (3) man investigative committee (3IC) coming from FSM BOD or any FSM member who might have some known expertise, background, or experience in handling such matters. The investigative committee shall be formed within or no later than three (3) days after FSM President takes formal knowledge of the situation at hand.*

*Once the three (3) man investigative committee (3IC) has been formally named and formed, said committee shall meet formally or virtually within four (4) days to start their investigation, information gathering, evaluation, and deliberation work. It is up to the 3IC members to choose a chairman among themselves.*

*3IC is be given seven (7) days to conduct, undertake, and complete their work. On the seventh (7<sup>th</sup>) day, 3IC shall forward their findings and recommendations through a formal letter or e-mail to FSM President, copy furnish(cc) FSM Secretary, for record purposes.*

*Upon receipt of 3IC's formal report on their assignment, FSM President shall call for an actual or virtual meeting of FSM BOD within three or no later than (3) days to discuss the findings and recommendations.*

*FSM BOD will deliberate on the case at hand using as a basis the findings and recommendations of the 3IC. In the event of a votation on the issue at hand, a simple majority of those present in quorum will suffice and be valid as the decision reached by FSM BOD.*

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*If concerned individual is still not satisfied with the result/s or outcome, FSM does not prevent any further actions that concerned individual may undertake.*

*FSM is committed to provide a fair treatment of its members. If there comes a conflict with any of the existing provisions in the FSM CBL, existing governmental laws, as applicable, shall prevail and be followed.*

*FSM BOD will strive to review and update its current FSM CBL to ensure commitment and alignment with governmental policies, rules and regulations.*

## Filipino Seniors of Mississauga (FSM)

FSM Board of Directors 2022-2023			
Office	Name	Virtually Approved/Okayed	Date
<b>President</b>	Peter Santos	<i>Peter Santos</i>	18 Jan 2021
<b>First Vice-President</b>	Jose Marie Azarraga	<i>Jose Marie Azarraga</i>	18 Jan 2021
<b>Second Vice President</b>	Chit Romano	<i>Chit Romano</i>	18 Jan 2021
<b>Secretary</b>	Rene Sevilla	<i>Rene Sevilla</i>	18 Jan 2021
<b>Assistant Secretary</b>	Salvador Autea	<i>Salvador Autea</i>	18 Jan 2021
<b>Treasurer</b>	Lydia Bernardino	<i>Lydia Bernardino</i>	18 Jan 2021
<b>Assistant Treasurer</b>	Dinah Millano	_____	_____
<b>Auditor (Internal)</b>	Jesus Paladio	<i>Jesus Paladio</i>	18 Jan 2021
<b>Assistant Auditor (internal)</b>	Ernie Ancheta	_____	_____
<b>Public Relations Officer 1</b>	Mila Santos	<i>Mila Santos</i>	18 Jan 2021
<b>Public Relations Officer 2</b>	Rudy Alcasid	<i>Rudy Alcasid</i>	18 Jan 2021
<b>Special Service Officer</b>	Ding Tesoro	<i>Ding Tesoro</i>	18 Jan 2021
<b>Property Custodian</b>	Rudy Romano	_____	_____
<b>Board of Directors</b>	Vangie Alcasid	<i>Vangie Alcasid</i>	18 Jan 2021
	Cesar Cruz	<i>Cesar Cruz</i>	18 Jan 2021
	Connie de Leon	<i>Connie de Leon</i>	18 Jan 2021
	Luz Aguilar	_____	_____
	Rodel Meier	<i>Rodel Meier</i>	18 Jan 2021
	Archie Ayala	_____	_____
	Nora Nunez	_____	_____
	Ruffy Romano	_____	_____

Note: FSM BOD held a virtual Zoom meeting on 18 Jan 2022 and discussed the FSM Code of Conduct (FSMBR-2200). All those in virtual attendance did not manifest any objection, Said resolution was virtually and unanimously agreed upon and approved by the FSM BOD. There are plans to send an e-mail soft copy of the FSM COD to FSM membership for their info and guidance.