



Environmental Management Association of Singapore (EMAS) Executive Council Member's and Observer's Code of Ethics and Conduct

Introduction to this Code of Ethics and Conduct

1. This Code of Ethics and Conduct (Code) sets out: (a) under the Code of Ethics, the guiding principles for actions and decision-making of EMAS's Executive Council (Exco) members and Observers; and (b) under the Code of Conduct, the responsibilities expected of the Exco and Observers.
2. This Code will assist Exco members and Observers in carrying out their powers and duties under EMAS's Constitution to represent the interests of the cleaning industry and achieve EMAS's objectives under Article 3 of the Constitution.
3. While the Code is not legally binding to the extent that a failure to comply alone will not expose an Exco member or Observer to legal proceedings, compliance with the Code is relevant in determining whether and how Exco and Observers have exercised their powers and duties under the Constitution.

EMAS's Exco and Observers

4. The Exco has eleven elected Exco members and two co-opted Exco members.¹ Exco members are managers or business owners from EMAS's Ordinary or SME Ordinary members with a valid NEA Cleaning Business Licence.
5. The Exco has an executive function and is responsible for the governance of EMAS. The Exco shall govern EMAS in accordance with its Constitution, the Societies Act 1966, Societies Regulations, and other relevant laws which may be in force.
6. In addition to the Exco members, two Observers, one each from EMAS Associate and Institutional members, assist the Exco and participate in Exco meetings.
7. Eleven Exco members and two Observers may be elected once every two years for a two-year term. The Exco members and Observers are elected from members who have nominated themselves as candidates for the election of Exco members and Observers. They are elected by securing a simple majority in votes of members present and voting at the Annual General Meeting.
8. Two co-opted Exco members are appointed by the elected Exco members to serve on the Exco until the next election of the Exco. The elected Exco members have the power to remove any co-opted Exco member at any time.

Code of Ethics

The Code of Ethics sets out the guiding principles for the actions and decision-making of Exco Members and Observers.

9. **Compliance with laws and ethics:** Exco members and Observers shall advance the purposes of EMAS and the industry's interests using only legal and ethical means and in compliance with EMAS's Constitution.
10. **Honesty:** Exco members and Observers shall perform their duties with honesty and integrity.

¹ The terms "Council", "Council member", and "Exco member" in this Code is used interchangeably with the terms "Committee" and "Committee members" in the Constitution.



**Environmental Management Association of Singapore (EMAS)
Executive Council Member's and Observer's Code of Ethics and Conduct**

11. **Care, skill and expertise:** Exco members and Observers shall perform their duties diligently, with care, and with the requisite skill and expertise that may be expected of them as a professional.
12. **Objectivity, independence and conflicts of interest:**
 - (a) Exco members and Observers shall maintain objectivity and independence in the performance of their duties to represent the interests of the industry as a whole.
 - (b) Exco members and Observers shall not allow bias or conflict of interest to override their professional judgments. Exco members and Observers shall not subordinate the interests of EMAS and the industry to their personal interests or the interests of the individual entities they are affiliated with.
 - (c) Exco members and Observers shall take reasonable steps to identify and avoid if possible, actual, potential, or perceived conflicts of interest. Exco members and Observers shall disclose any actual, potential, or perceived conflicts of interest to the Exco, who will collectively decide on the necessary steps to address the actual, potential, or perceived conflict of interest.
13. **Confidentiality:**
 - (a) Exco members and Observers shall respect the confidentiality of and appropriately handle the information they receive in the course of their duties as Exco members and Observers. Exco members and Observers shall not disclose such information to third parties without proper and specific authority.
 - (b) Exco members and Observers shall ensure that they adopt appropriate practices and safeguards to ensure that confidential information is not inadvertently disclosed.

Code of Conduct

The Code of Conduct sets out the responsibilities expected of the Exco and Observers.

14. **Exco Meetings and Annual General Meetings (AGM)**
 - (a) Exco meetings are held once every two months and usually last about three hours. During the bi-monthly meetings, various regulatory agencies and stakeholders will share information. Decisions will be made by a simple majority of votes from Exco members present at the Exco meeting where the matter is raised for the Exco's decision. Any Exco member or Observer who fails to attend three meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from their position as Exco member or Observer.
 - (b) The AGM shall be held within six months following the close of EMAS's financial year and is usually held in October.
15. **Participation and Engagement as EMAS's Representative in External Activities**
 - (a) Exco members may be nominated to represent EMAS to lead projects or be part of a task force, workgroup, or sub-committees with external parties such as regulatory



**Environmental Management Association of Singapore (EMAS)
Executive Council Member's and Observer's Code of Ethics and Conduct**

agencies and other industry associations. The nominated Exco member is expected to attend meetings and provide assistance as required.

- (b) Exco members may be nominated to represent EMAS in meetings, dialogue sessions, webinars, or related activities with external parties such as regulatory agencies and other industry association bodies.
- (c) Exco members nominated to represent EMAS in external activities are required to participate actively to ensure that the industry's feedback, suggestions, and advice are shared with external parties, such as regulatory agencies and other industry association bodies.
- (d) Subject to limits on confidentiality, the Exco member is expected to share information gained in their capacity as EMAS's representative with the Exco and the industry, as appropriate.
- (e) Before committing EMAS to any position in their capacity as EMAS's representative, the Exco member shall raise the issue for EMAS's consideration and approval at an Exco meeting by a simple majority in votes from Exco members present at the Exco meeting where the matter is raised for the Exco's decision.

16. Participation and Engagement in EMAS Activities and Events

- (a) Exco members are expected to participate actively in activities and events organised or led by EMAS, such as ES Workforce Day, technology connect sessions, seminars, webinars, workshops, courses, dialogue sessions, and social activities. Exco members are expected to actively assist in organising such activities, with support from EMAS Secretariat.
- (b) Exco members and Observers are expected to contribute actively to EMAS's publications and circulars to the industry.

17. Differing opinions

- (a) Exco members are encouraged to contribute constructively to discussions on all matters at Exco meetings. Differing opinions are expected. All decisions shall be made by a simple majority in votes from Exco members present at the Exco meeting where the matter is raised for the Exco's decision. Decisions made based on votes cast at the Exco meeting shall be final.

18. Unbiased Representation

- (a) EMAS is expected to represent the interests of the whole industry in an unbiased manner. Exco members and Observers are expected to be unbiased and objective in their views expressed at Exco meetings.
- (b) Exco members and Observers must refrain from using information, contacts, or EMAS facilities / assets gained or accessed in the course of performing their duties as Exco member or Observer to advance their personal interests or the interests of the individual entities they are affiliated with.



**Environmental Management Association of Singapore (EMAS)
Executive Council Member's and Observer's Code of Ethics and Conduct**

19. Confidentiality

- (a) Information obtained in the course of work as Exco members and Observers may be confidential, sensitive, or embargoed. Such information is to be kept confidential until such time when the information may be shared and/or only in the manner approved by the Exco.
- (b) Exco members and Observers are not allowed to access confidential information gathered during the survey and collection of membership information. Confidential information means all material, non-public, business-related information, written or oral, whether or not it is marked as such, disclosed or made available to the receiving party, directly or indirectly, through any means of communication or observation.

20. Observance of EMAS Constitution

- a. Exco members and Observers must abide by the Constitution, which can be accessed at this link: <https://qrco.de/beM187>

