



Compliance Mechanism

To ensure that all guidelines and rules outlined in the Code of Ethics are complied with, the Board of Trustees shall set up the following compliance mechanism and procedures

Ethics Committee

The PPMBAI Board shall establish an Ethics Committee whose key functions shall include communicating the Code of Ethics to all stakeholders, monitoring compliance to it, investigating reported violations and recommending actions to the Board. The Board shall ensure that the committee is composed of people with proven integrity and experience in handling complaints and disputes, and who are respected by PPMBAI members. Committee shall regularly convene and meet to discharge its functions.

Review and Approval of the Code of Ethics

The Ethics Committee shall review the Code of Ethics annually and recommend to the Board of Trustees appropriate enhancements or revisions based on changing conditions or needs of PPMBAI members and stakeholders. Proposed specific guidance or rules should be consistent or in accordance with the core values define by the committee members. The reviewed Code of Ethics shall be submitted to the BoT and General Assembly for adoption.

Procedures for Handling Complaints and Violations

In case of feedback, report or complaints about possible violations or non-compliance with the Code of Ethics, the Ethics Committee shall take the following steps:

- a. In all cases involving members and officers of the Association as party/ies to reported/suspected violations, the Ethics Committee shall properly inform and coordinate with the appropriate body and/or head officers which have immediate relations and supervision with the concerned party/ies in conducting any form of investigation and recommending actions to address the complaint.
- b. When appropriate and feasible, especially if not involving immediate disciplinary action and sanctions, assist and advise concerned party/ies towards enabling them to comply with the relevant rules and guidelines outlined in the Code of Ethics.
- c. If concerned party/ies failed to comply after the Ethics Committee's advise and help or if the case involves gross violation of provision of the current Code of Ethics, the committee shall formally inform the said party/ies in writing of the complaint and secure their response within five working days.

- d. After receiving and/or documenting the concerned party/ies response to the feedback or complaint, the Ethics Committee, shall conduct its investigations and submit a report on its findings and recommendations to the Bot within ten working days. Prior to starting with their investigation, the Ethics Committee may recommend the temporary suspension of concerned party/ies to the Bot, in order to ensure the smooth conduct of the committee's investigation. In no case shall the length of such suspension be longer than the required time for the investigation.
- e. Upon receipt of the Ethics Committee report, the Board of Trustees shall deliberate on its content and shall act on the agreed final actions within five working days.

Protection of Complainant or Feedback Giver

The Ethics Committee shall take proper steps to ensure that complainant or feedback giver regarding any form of violations to this Code of Ethics are protected from retaliation. Such measures may include maintenance of confidentiality, ensuring that reported violators are not involved in the investigation and imposing sanctions for any act of retaliation.

Monitoring and Reporting on Compliance

The Ethics Committee shall submit regularly reports to the Board of Trustees on the status of the Association's compliance to the Code of Ethics. Such regular compliance monitoring and reporting shall be separate from the Code's annual review.

Adopted Policies on Sanctions and Disciplinary Actions

Other documents defining proper conduct for PPMBAI staff and members, including existing schedules of sanctions and/or disciplinary actions for various offenses and violations shall be based on the Code of Ethics. Such documents shall be reviewed and revised accordingly by the Ethics Committee to ensure consistency and/or alignment with the Code, and upon adoption by the BoT and General Membership, shall then be annexed to it.