

ASCI Ethics Management Program - Ethics Policy

The ASCI Ethics Management Program – Ethics Policy

VERSION HISTORY

All changes made to this document must be detailed in the changelog table below and the document version number updated accordingly.

DOCUMENT REVIEW

This document will be reviewed on an annual basis by the Ethics Committee in conjunction with the relevant ASCI Staff to ensure validity and currency.

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1 Purpose, Authority and Application of this Document

1.1 Purpose

The ASCI Ethics Management Program is designed to have formalised structures for ensuring that ASCI and its Members are perceived as fair, honest, responsible, and just. It conveys ASCI's corporate values and guidance in ethical dilemmas.

The ASCI Ethics Committee oversees the ASCI Ethics Management Program.

1.2 Authority

The Chair of the ASCI Ethics Committee acts under the authorisation of the ASCI Board of Directors in executing the obligations of the ASCI Ethics Committee.

1.3 Application

All ASCI Members, irrespective of Class of Membership, are subject to this Ethics Management Program.

2 Terms and Definitions

The following terms and definitions apply in this document:

- 1) ASCI means "Australasian Supply Chain Institute".
- 2) Classes of Membership means the Classes of Membership as set out in the ASCI Constitution and variations, within the provision in the ASCI Constitution, as approved by the ASCO Board from time to time. ASCI has four Classes of Membership:
 - a. Professional Members: Members registered as Professional Supply Chain Managers under the ASCI Professional Accreditation Scheme.
 - b. Practitioner Members: Members registered as Practitioners under the ASCI Professional Accreditation Scheme.
 - c. Certified Members: Members certified against the relevant criteria set under the ASCI Professional Accreditation Scheme.
 - d. Affiliated Members: ASCI Members who are not registered under the ASCI Professional Accreditation Scheme.
- 3) Client means any person or organisation using the services of a supply chain manager as employee, contractor or provided financial or vocational support. "Client" may be interchanged with any other term that the parties to the supply chain industry relationship, might be more comfortable with such as customer, manager, or employer.
- 4) Ethics Committee means a subcommittee of the Board set up to create the applicable Confidential Ethics Complaint Reporting procedures, and ethics advisory structures, review requests for guidance on the Code; and review ethics complaints and make recommendations to the Board.
- 5) Registered Members means ASCI Members in the following Classes of Membership: Professional Members, Practitioner Members and Certified Members.
- 6) Supply Chain Industry means parties and infrastructure that participate in the supply chain, manufacturing, operations management, transport, logistics and distribution, procurement and

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purchasing, and related services. This includes all types of management and decision making across the supply chain spectrum that a Member has responsibility for, both in the work environment and outside.

3 ASCI as Professional Accreditation Body

3.1 Professionalising Supply Chain Management

The Australasian Supply Chain Institute (ASCI) has positioned itself to be the official Professional Accreditation Body for the Australasian Supply Chain Industry. In this context, it has set its vision to seek legislation of Supply Chain Management as a Profession, commonly referred to as "Professionalising Supply Chain Management". Through this initiative, ASCI has developed a Professional Accreditation Scheme for industry-wide standards and consistency in the profession. This Professional Accreditation Scheme, through which individuals can register as Professionals, Practitioners or Certified Members provides a confirmation and acknowledgement to the individual and by implication, to the industry, of his/her career achievements against a globally aligned, industry-accepted set of standards, on par with other professional disciplines in the industry.

3.2 The ASCI Ethics Committee

The ASCI Ethics Committee is a subcommittee of the ASCI Board and an advisory body, appointed by the ASCI Board of Directors to:

- 1) Oversee the ASCI Code of Ethics
- 2) Create and oversee the applicable Confidential Ethics Complaint Reporting Procedures, and ethics advisory structures
- 3) Review requests for guidance on the application of the Code; and
- 4) Review ethics complaints and make recommendations to the Board

3.2.1 Authority

In accordance with the directive of the ASCI Board of Directors, the ASCI Ethics Committee serves as an advisory body to the Board of Directors to interpret the ASCI Code of Ethics and to provide guidance to all persons who are subject to the Code or to other persons interested in the application of the Code to specific conduct or behaviour. All decision-making authority regarding the Ethics Management Program remains with the ASCI Board of Directors at all times.

Any guidance provided represents the opinion of the ASCI Ethics Committee. This guidance is provided based on the information made available. Any such guidance is provided for information purposes only, and it should not be treated or relied on as advice. Guidance is not binding on ASCI. Further, ASCI, its officers, employees and/or agents are not responsible for any use of, or reliance on, any guidance published by, or on behalf of, ASCI. Individuals who are affected by the application of the Code are encouraged to consider obtaining their own advice from a legal or business ethics professional.

4 The ASCI Code of Ethics

4.1 Introduction

The Australasian Supply Chain Institute (ASCI) facilitates and enables the development and professionalism in the Australasian Supply Chain Industries.

As a Professional Accreditation Body, ASCI has a duty to provide guidance to its stakeholders and members (Members) on the standards of behaviour and ethical conduct with respect to membership in ASCI. Members are obliged to comply with the Code of Ethics (the Code) prescribed by ASCI to uphold the integrity of the profession, the industry, and ASCI as a whole.

Professional standing requires a level of conduct that adds value to the organisations that employ our services and the society we serve. The supply chain industry's global dimensions create a potential situation where one jurisdiction's practices may not be accepted or recognised in another. If a member is not able to resolve an ethical issue in accordance with the Code, the Member should seek legal advice as to any legal rights and obligations the Member may have.

The expectations of society for professional behaviour and conduct evolve as collective values change. Members should be guided not only by the terms of the Code but by the implicit expectations of conduct becoming a professional.

One of the means for professionals to support a strong ethical commitment is to continue to adopt best practices in the supply management field. It is incumbent upon ASCI Registered Members to maintain their credentials in order to sustain the trust and confidence placed on them by others to represent their interests.

The professional conduct of an individual member is important as that conduct reflects on ASCI, its stakeholders, and all members. As business issues change, ASCI will amend the Code where it is deemed appropriate to reflect the highest standards of professional conduct. ASCI has committed to ensuring that the Code is reviewed at a minimum of every five (5) years.

4.1.1 Purpose of the Code of Ethics

This ASCI Code of Ethics sets out what the clients, employers and sponsors can expect from an ASCI Member when employed, engaged, trained, or supervised within the supply chain industry.

All members of ASCI accept the principles and aims of the ASCI Code of Ethics. ASCI has a process by which breaches of the ASCI Code of Ethics by a member can be reported and investigated. This process is contained in a document named: "ASCI Complaints and Disciplinary System".

When engaged in a role that relates to the supply chain industry, all Registered Members will make their employers, clients, and sponsoring organisations aware, at the engagement/contracting stage, of the existence of, and his or her commitment to the ASCI Code of Ethics.

4.2 Standards of Conduct

Members will conduct themselves so that a reasonable and informed third party would conclude as being appropriate to a professional in the supply chain industry.

4.2.1 Professional Conduct Statement

In support of the ASCI Standards of Conduct, all Members that apply for registration under the ASCI Professional Accreditation Scheme will be required to submit a "Professional Conduct Statement", see Paragraph 6 below. This is also a requirement on the renewal of registration.

4.2.2 Avoidance of Conflicts of Interest

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Members should exercise professional judgment and discretion in order to avoid any potential or actual conflict of interest when performing their duties. Should a conflict of interest arise, the Member is required to disclose their interests to ASCI and/or other impacted parties as soon as possible. Members should consider removing themselves from any decisions in which they have a conflict of interest until express direction from the appropriate authority is obtained.

4.2.3 Protection of Confidential or Sensitive Information

Where a Member has been privileged to confidential or sensitive information, it is their responsibility to ensure that it remains confidential. Such information must not be used for any personal gain or advantage. Information given in the course of a Member's professional activity should be forthright and not intended to mislead or deceive others.

4.2.4 Business Relationships

Members should maintain relationships with suppliers and third parties in a manner that contributes to and promotes fair competition in the market and protects the interests and reputation of his or her employer. Members should not use their position to garner personal favours or advantages.

4.2.5 Gifts, Gratuities and Hospitality Inducements

Members must ensure that the objectivity of their decisions is not compromised or unduly influenced by the acceptance of gifts, gratuities, or hospitalities of any kind. Members should be discerning in their business and social relationships and activities and, through them, seek to enhance the integrity of the profession.

4.2.6 Environmental and Social Responsibilities

Members shall exercise their responsibilities in a manner that promotes and provides opportunities for the protection and preservation of the environment. Members shall favour the use and distribution of resources in an efficient, effective, and ethical manner. Members will also be cognisant of the social rights extended to all people, including any relevant legislation or international conventions with respect to labour standards, and will encourage and support supplier diversity. These attributes of sustainability should guide members in their decisions, and in implementing the policies and values of the organisations they represent.

4.3 Professional Principles

Members will perform their roles and duties based on the following principles of professional practice:

4.3.1 Professional Competency

To maintain their professional competency by staying informed of, and complying with, the best supply chain industry practices to retain their professional certification in good standing.

4.3.2 Professionalism

To provide professional advice to their employer or any other impacted party to the best of their knowledge, recognising that any final decision is the prerogative of the senior authority within the employing organisation; to act with courtesy and due consideration in dealings with other professional members and in all business relationships.

4.3.3 Honesty and Integrity

To maintain an unimpeachable standard of integrity and honesty in all their business relationships both inside and outside the organisations in which they are employed.

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4.3.4 Responsible Management

To optimise, without prejudice, the use of resources for which they are responsible for providing the maximum value as defined by the organisations they represent.

4.3.5 Serving the Public Good

To use their position to advance the interests and well-being of society; to denounce all forms of business practice which may compromise value or bring discredit to the organisation and/or society.

4.3.6 Compliance with Legal Obligations

To be aware of and comply with:

- 1) all laws, regulations, by-laws, and standards that are relevant to supply chain industry practices, including but not limited to the *Corporations Act 2001* (Cth) and *Consumer and Competition Act 2010* (Cth);
- 2) the ASCI Members' Terms and Conditions, ASCI's constitution, and other governing documentation; and
- 3) all contractual obligations that apply to the Member in relation to their involvement in the supply chain industry;
- 4) any reasonable directions provided by ASCI in relation to the performance of the Member's duties within the scope of their involvement in the Supply Chain Industry
- 5) any industry guides published by ASCI from time to time, including for example competition law compliance guidelines.

Members must not engage in, condone, or attempt any act prohibited by law.

4.4 Member Compliance

For the Code of Ethics to be effective, ASCI and all its members must be committed to strong governance and compliance procedures. The professional conduct of an individual member is essential as that conduct reflects on all Members.

4.4.1 Interpretation

When in doubt on the Code of Ethics' interpretation, Members should refer to the ASCI Ethics Review Panel or other formal review structure as established within the policies/procedures of ASCI. For clarity, this review structure will be referred to as simply the ASCI Ethics Review Panel for the balance of this document.

4.4.2 Disciplinary Action

A Member shall be subject to disciplinary action through the ASCI Complaints and Disciplinary System.

4.4.3 Membership obtained through misrepresentation

- 1) A Member shall not obtain admission to ASCI Membership by means of misrepresentation or other irregularity;
- 2) A Member shall not misrepresent his or her professional designations or education credentials; and
- 3) A Member shall notify ASCI through the ASCI Complaints and Disciplinary System immediately should they have knowledge regarding a person who has obtained membership by means of fraud or other irregularity.

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4.4.4 Admission to Membership

A Member shall report to the ASCI Complaints and Disciplinary System any fact known to that Member sufficient to affect the admittance of any person whose admission, readmission, or reinstatement may be detrimental to ASCI.

4.4.5 Damaging Actions

- 1) A Member shall not knowingly participate in any activity that is damaging to his or her ability to perform his or her professional duties and responsibilities or to ASCI or the profession; and
- 2) A Member shall report to the ASCI any situation of which the Member has sufficient personal knowledge and that the Member thinks may be damaging to ASCI or the profession.

4.4.6 Evidence of Professional Misconduct

A Member who has been found guilty of any criminal or similar offence which may cast doubt as to that Member's honesty, integrity or professional competence, or has been expelled/suspended from membership in another professional association, shall promptly inform the ASCI Ethics Review Panel of the conviction, expulsion or suspension, finding of guilt or discharge, as the case may be, when any right of appeal has been exhausted or expired in order for ASCI to assess whether there is a concern related to the Code. A certificate of conviction by any competent court shall be sufficient evidence of the conviction and the perpetration of the offence.

Criminal or similar offences include, but is not limited to, the following offences:

- 1) fraud, theft, or forgery;
- 2) violation of the provisions of any provincial or federal supply chain industry legislation; or
- 3) any criminal or similar offence for conduct in, or related to, the Member's professional capacity or for conduct in circumstances where there was reliance on his or her membership in his or her Institution or Corporation.

4.4.7 Requirement to Reply in Writing

A Member shall reply promptly in writing to any request from ASCI in which a written reply is specifically required on matters pertaining to the Code.

4.4.8 Assistance to the Board

A Member shall comply with a request of ASCI in the exercise of its obligations in matters relating to the Code of Ethics and, when required, produce any documents in the Member's possession, custody or control unless there are lawful reasons not to produce such documents, for example, legal privilege.

5 Penalty Implementation and Monitoring Process

The ASCI Ethics Committee is charged on behalf of the membership, to provide ethics education and guidance to ensure that all members have the opportunity to meet the ethical standards expected of our membership and the broader supply chain community. These standards are detailed in our Code of Ethics, see Paragraph 0 above.

Should a complaint be lodged with the Ethics Committee, The Chair shall convene a meeting of that committee. Following due process and review, (refer to our Complaints and Disciplinary System in Paragraph **Error! Bookmark not defined.**), the complaint is proven, the respondent shall be subject to a graded system of sanctions, with the appropriate sanction determined by the Ethics Committee

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based on its impact upon the profession and/or the public and/or the repetitive nature of the conduct.

The approved grades of sanctions are as follows:

- 1) Reprimand: a formal, written notice that the respondent's conduct violated the Code.
- 2) Letter of censure: a letter sent to the respondent, the respondent's Institution or Corporation and the ASCI National Office. Censured members may not hold any Institution or Corporation or ASCI Office for a period of one year from the time a decision is reached on the issue.
- 3) Suspension: a letter sent to the respondent, the respondent's Institution or Corporation and the ASCI National Office. Suspended members are barred from all Institution or Corporation and ASCI activities for up to five (5) years (depending on the circumstances and the gravity of the complaint).
- 4) Expulsion, withdrawal of Institution/Corporation credentials: an announcement of the expulsion and loss of credentials will be included in Institution or Corporation's communication vehicles as deemed appropriate and subject to relevant legislation and by-laws governing the applicable Institution or Corporation. This is the only sanction with public notice. Expelled members are barred from all Institution or Corporation and ASCI activities.

Should the respondent and/or the complainant choose to appeal against the sanction, the documented appeals process is available (refer to Paragraph on **Error! Reference source not found.**). Following completion of the appeal process, the decision of the ASCI Ethics Committee is final and without appeal. A copy of the decision of the ASCI Ethics Committee will be sent by the Chair of the ASCI Ethics Committee to:

- 1) the complainant, and
- 2) the respondent.

The Chair of the Ethics Committee shall ensure that details of all complaints, sanctions and the outcomes of appeals are included in the monthly report to the ASCI Board of Directors in confidence.

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6 Appendix 1: Professional Conduct Statement

ASCI Registered Members are required to answer the following questions by marking the appropriate response for each. Completion of this Professional Conduct Statement is a requirement for registration under the ASCI Professional Accreditation Scheme.

Any matter described in the questions below must be disclosed, even if the matter is still pending.

A. In the last three years, have you been the subject of a written complaint regarding your professional conduct in either a direct or supervisory capacity?	<input type="checkbox"/>	No
	<input type="checkbox"/>	Yes, matter not previously disclosed to ASCI
	<input type="checkbox"/>	Yes, matter currently under investigation by ASCI
	<input type="checkbox"/>	Yes, matter previously investigated by ASCI; review concluded
B. In the last three years, have you been temporarily or permanently suspended, barred, banned, or otherwise prevented from working or participating in the supply chain industry?	<input type="checkbox"/>	No
	<input type="checkbox"/>	Yes, matter not previously disclosed to ASCI
	<input type="checkbox"/>	Yes, matter currently under investigation by ASCI
	<input type="checkbox"/>	Yes, matter previously investigated by ASCI; review concluded
C. In the last three years, have you been found to have aided, abetted, counselled, commanded, induced, or procured the violation of any law, regulation, or rule in your work environment?	<input type="checkbox"/>	No
	<input type="checkbox"/>	Yes, matter not previously disclosed to ASCI
	<input type="checkbox"/>	Yes, matter currently under investigation by ASCI
	<input type="checkbox"/>	Yes, matter previously investigated by ASCI; review concluded
D. In the last three years, have you been convicted of, or pled guilty to: (i) any crime defined as an offence or punishable by more than one year in prison (regardless of the sentence actually imposed), or (ii) any crime involving moral turpitude (fraud, lying, cheating, stealing, or other dishonest conduct) or any substantially equivalent crime in any court of law?	<input type="checkbox"/>	No
	<input type="checkbox"/>	Yes, matter not previously disclosed to ASCI
	<input type="checkbox"/>	Yes, matter currently under investigation by ASCI
	<input type="checkbox"/>	Yes, matter previously investigated by ASCI; review concluded
E. In the last three years, have you been aware of any aspects of the ASCI Code of Conduct that may prevent you from obtaining registration under the ASCI Professional Accreditation Scheme?	<input type="checkbox"/>	No
	<input type="checkbox"/>	Yes, matter not previously disclosed to ASCI
	<input type="checkbox"/>	Yes, matter currently under investigation by ASCI
	<input type="checkbox"/>	Yes, matter previously investigated by ASCI; review concluded

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7 Member's Agreement

The above responses and all information provided by me on this Professional Conduct Statement are truthful, accurate, and complete, and I agree to notify ASCI promptly of any material changes required in my responses to the foregoing questions.

I acknowledge and understand that failure to comply with the requirements of the ASCI Ethics Management Program is grounds for disciplinary action against me and that failure to cooperate with any ASCI investigation of my conduct is grounds for summary suspension.

I have read, understand, and agree to comply with the ASCI Ethics Management Program and other rules and regulations established by ASCI as amended from time to time.

By signing this document, I hereby acknowledge that I have read and understand the document in its entirety and agree with all the above.

Signature: _____

Date: _____ / _____ / _____

Printed Name: _____

ASCI Membership Number: _____

ASCI Registration Number: _____

Appendix 2: Role and Responsibilities of the Ethics Committee

The Ethics Committee' Role and Responsibilities include, but is not limited to the following, as the committee shall also undertake such additional activities within the scope of its primary functions as the Committee or Board may from time to time deem appropriate:

7.1 General Responsibilities

- 1) The committee shall assist, advise, and report to the Board on matters relating to the role and responsibilities of the committee.
- 2) The committee shall also undertake such other activities within the scope of its role as the committee may from time to time determine.
- 3) review requests for guidance on the Code relating to the role and responsibilities of the committee.

7.2 Specific Responsibilities of the Ethics Committee

Specific responsibilities are:

- 1) to oversee the ASCI Code of Ethics and associated Ethics Management Program.
- 2) make recommendations to the Board on the development of strategy, policy, procedures, and processes on ethical matters.
- 3) make recommendations to the Board on steps to be taken to establish a culture of integrity and honesty amongst all ASCI Members.
- 4) review and oversee ASCI's Code of Ethics, Complaints and Discipline System for the identification, assessment, management and reporting of ethical risk.
- 5) review and oversee the development and adoption of, and compliance with, ASCI's Code of Ethics, Complaints and Discipline System.
- 6) make recommendations to the Board on the establishment of, review and oversight of compliance with ASCI's Code of Ethics, Complaints and Discipline System, and in particular:
 - a. responsibility for implementation.
 - b. communication with ASCI Members.
 - c. reporting of progress to the Board in respect of the implementation and compliance.
 - d. receive and review, internal and external, reviews of ASCI's Code of Ethics, Complaints and Discipline System and assess performance.
 - e. the consequences of ASCI's Code of Ethics.
 - f. engage with regulatory bodies, industry groups, advisers and other stakeholders over ethical issues including the provision of ethics training and coaching using proper internal & external resources.
 - g. keep under review the adequacy and effectiveness of ASCI's compliance function regarding ethical matters, and
 - h. exercise oversight over any investigation of any matter impacting ASCI in its sole and unfettered discretion