

Code of Ethics and Conduct for Board, Staff and Volunteers

1. Personal and Professional Integrity

All trustees, staff and volunteers of The Straits Times School Pocket Money Fund (STSPMF) act with integrity and honesty in all their dealings as representatives of the organisation.

2. Mission

STSPMF has a clearly stated mission and purpose, approved by the board. All programmes support that mission and all who work for or on behalf of the organization understand and are loyal to that mission and purpose.

3. The Board

STSPMF has an active governing body, the Board of Trustees, which is responsible for setting the mission and strategic direction of the organization and oversight of the finances, operations, and policies of STSPMF. The Board:

- Ensures that all trustees understand and fulfil their governance duties, acting for the benefit of STSPMF and its public purpose
- Has a conflict-of-interest policy that ensures that any conflict of interest or the appearance thereof are avoided or appropriately managed through disclosure
- Ensures that STSPMF conducts all transactions and dealings with integrity and honesty
- Is responsible for engaging independent auditors to perform an annual audit of STSPMF's financial statements, and overseeing the reliability of financial reporting and understanding significant risks and exposures
- Ensures that the resources of STSPMF are responsibly and prudently managed
- Ensures that STSPMF has the capacity to carry out its programmes effectively

4. The General Manager

- Instils an ethical culture and environment among the employees
- Assesses and identifies fraud risks and implement appropriate internal controls to prevent such risks
- Ensures processes and systems are in place to prevent and detect fraud
- Ensures proper preparation of financial statements for internal and external reporting to meet statutory and legal requirements

5. Employees and Volunteers

In support of STSPMF's high standards of ethical conduct, every employee and volunteer of the organisation will not :-

- Misrepresent STSPMF in any negotiations, dealings, contracts or agreements
- Divulge or release any information of a proprietary nature relating to STSPMF's mission or operational databases without appropriate approval.
- Obtain a personal advantage or benefit due to relationships established by any officer, volunteer or organisation's name.
- Withhold their best efforts to perform their duties to acceptable standards
- Use STSPMF property, financial resources or services of STSPMF for personal benefit
- Violate any applicable laws or ordinances.

6. Openness and Disclosure

STSPMF provides comprehensive and timely information to the public and all stakeholders and is responsive in a timely manner to reasonable requests for information. All information about STSPMF will fully and honestly reflect the policies and practices of the organization.

7. Legal Compliance

STSPMF is knowledgeable of, and complies with, laws and regulations.

8. Programme Evaluation

STSPMF regularly reviews programme effectiveness. The organization is responsive to changes and the needs of the community it serves.

9. Fundraising

STSPMF solicitation of funds from the public or from donor institutions uses materials that are truthful about the organization. STSPMF respects the privacy concerns of donors and uses the funds consistent with donor intent.

It is the responsibility of all trustees, staff and volunteers to comply with the Code of Ethical Conduct.