



TERMS OF REFERENCE – ETHICS COMMITTEE

| | |
|----------------------------|---|
| Mandate | Ethics Committee, shall assist in addressing ethical issues that arise in the Association's sound decision making that respects participants' values, concerns, and interests. The Committee shall serve as advisors and educators in CARE MBA, Inc. |
| Roles and Functions | <ol style="list-style-type: none">1. Develop a Code of Ethics and Conduct to be observed by members, officers, and employees of CAREMBAI that is subject to the approval of the Board of Trustees and ratification by the General Assembly.2. Disseminate, promote, and implement the approved Code of Conduct and Ethics.3. Monitor of compliance, review of disciplinary actions, and make recommendations to the Board on how to effectively handle members, officers and employees' issues and concerns. |
| Meetings | <ul style="list-style-type: none">• The Ethics Committee shall meet quarterly before the regular Board meeting.• Notice of meeting shall be sent at least five days before the scheduled meeting.• CARE MBA, Inc. shall reimbursement the actual travel expenses/communications expenses of the Committee members related to meeting participation.• The Secretariat shall provide assistance and support in the conduct of meetings including coordination, preparation of documents and reports, documentation and other needs of members. |
| Reporting | <ul style="list-style-type: none">• The Ethics Committee's Chairperson shall make a report to the Board of Trustees during its regular meeting, quarterly.• The Committee's Chairperson shall report once a year to the General Assembly during its Annual General Meeting. |
| Composition | <ul style="list-style-type: none">• The Committee shall be composed of at least three members. |
| Members 2020-2021 | Chairperson: Criselda R. Abuel Members: Helen A. Aguila Ma. Caridad R. Diamante |