

# Code of Conduct

## Code of Conduct for members of CCA

Welcome to Cyprus Compliance Association (CCA).

As members of our association, it is important for us to uphold the highest standards of professionalism, integrity and ethical conduct.

To ensure the best possible experience for all our members, the Cyprus Compliance Association (CCA) introduced its Code of Conduct rules, which outlines the key principles, do's and don'ts, and expectations for all members, as described below.

All registered members are required to read and adhere to the following Code of Conduct rules, guidelines basic principles of CCA. By becoming a member of the CCA, you undertake that you have read the CCA's Code of Conduct rules and adhere to these.

To preserve an environment that encourages positive conversation between professionals, we reserve the right to suspend or terminate CCA membership of anyone who violates these rules.

### Key Principles:

**Integrity:** Act honestly and transparently in all professional dealings.

**Compliance:** Adhere to all relevant laws, regulations, and industry standards.

**Confidentiality:** Respect and protect confidential information entrusted to you.

**Objectivity:** Exercise independent judgment and avoid conflicts of interest.

**Professionalism:** Treat all individuals with respect, courtesy, and fairness.

**Continuous Improvement:** Commit to ongoing learning and professional development in the wider field of compliance, risk and governance.

## What should be done

- Respect others and avoid excessive criticism or negativity. Remember that others are entitled to their own views and beliefs.
- Respect intellectual property. Post content that you have personally created or have permission to use or ensure that the content creator is clear.
- Report any potential compliance violations or unethical behaviour to the appropriate authorities.
- Seek guidance and clarification from supervisors or professionals relating to compliance, risk and governance when uncertain about a matter/event.
- Collaborate with fellow members to promote a culture of compliance within the association and the wider community.
- Encourage a culture of ethical behaviour by leading by example and promoting integrity in all interactions.
- Collaborate with external stakeholders, such as regulatory authorities or industry organizations, to promote compliance initiatives and standards.

## What should not be done

- Use defamatory, abusive, profane, threatening, offensive, or illegal materials. Do not post anything that you would not want the world to see or that you would not want anyone to know came from you.
- Copy or forward emails or private messages without permission or include any materials that contain viruses or other programs that might disrupt CCA's systems.
- Use the communication features to share successes, challenges, constructive feedback, questions, and goals.
- Ensure all communications are solely for the purpose of professional development and networking.
- Engage in activities that could create conflicts of interest or compromise the integrity of CCA.
- Use CCA's resources or information for personal gain or unauthorized purposes.
- Discriminate against or harass others based on protected characteristics, such as race, gender, or religion.
- Engage in behaviour that could undermine trust and confidence in the CCA or its members.
- Share confidential information with unauthorized individuals or entities.
- Neglect to seek guidance or clarification on compliance matters when unsure about the appropriate course of action.

By adhering to this Code of Conduct, we demonstrate our commitment to promoting integrity, compliance, and professionalism within our Cyprus Compliance Association and the broader community.

Please take a moment to familiarise yourself with these important rules and guidelines. If you have any questions, please reach out to [info@cypruscomplianceassociation.org](mailto:info@cypruscomplianceassociation.org).

Thank you for your dedication to upholding these principles.