

EX CADET AUSTRALIA (ECA)

CODE OF CONDUCT & PRIVACY POLICY

PART A: CODE OF CONDUCT

1. Purpose & Scope

This Code of Conduct outlines the standards of behaviour expected of all General Members, Executive Committee (EC) Members, Advisory Committee (AC) Members, volunteers, and guests of Ex Cadet Australia (ECA).

This Code complements the **ECA Constitution** and operates independently to guide day-to-day interactions, public engagements, digital communications, and association events across all Australian states and territories.

2. Core Values & Signature Behaviours

ECA's signature behaviours bridge the disciplined traditions of Cadet Colleges in Bangladesh with Australia's multicultural, inclusive, and legal values:

You Should:

- **Respectful Communication:** Express your views, opinions, and disagreements in a respectful, constructive, and peaceful manner.
- **Cadet Heritage:** Value traditional cadet college culture and show natural respect to senior batches.
- **Chain of Command:** Follow established administrative channels and respect the organisational chain of command for smooth ECA operations.
- **Equal Treatment of All Ex-Cadets:** Treat all former cadets equally regardless of gender. Every ex-cadet member holds full voice, equal rights, and full participation privileges in the Association.
- **Inclusion of Spouses & Families:** Welcome and extend full hospitality, warmth, and physical safety to spouses and family members at social and community gatherings.
- **Civic Responsibility:** Act with honesty, leadership, and personal integrity to represent our community positively within Australia's multicultural society.

You Should Not:

- **Bullying & Disrespect:** Engage in bullying of any kind, personal attacks, degrading comments, or disrespectful behaviour toward any member.
- **Overstepping Authority:** Use the chain of command to bypass constitutional processes or suppress any financial member's equal right to participate, speak, and vote.
- **Gender Discrimination:** Discriminate against, dismiss, or diminish the voice or participation of any ex-cadet based on gender.

- **Mixing Voting & Governance Rights:** Grant constitutional voting rights or governance decision-making powers to non-cadet guests or family members, as these rights belong strictly to general ex-cadet members.
- **Harassment & Boundary Violations:** Allow cadet college traditions, jokes, or historical banter to cross into personal harassment, bullying, or boundary violations against members, spouses, or guests.
- **Political & Religious Agendas:** Use ECA platforms, events, or social media groups to promote political parties, religious agendas, or divisive issues from Australia or Bangladesh.

3. Digital Communication, Group Moderation & Content Rules

Applies to all official ECA digital channels, including WhatsApp/Viber groups, Facebook groups/pages, member portals, and forums:

Zero Tolerance for Abuse & Immediate Admin Action:

- No hate speech, personal attacks, or bullying (verbal, written, or shared posts/media) will be tolerated in any online forum. Please be advised that any member who engages in abusive or attacking comments may be removed from the group by the admin without prior warning.

Fundraising Rules:

- General fundraising posts are **not allowed** unless they come directly from a registered organisation.
- We only allow personal fundraising posts for medical purposes or funerals if someone is in Australia, and only **after full verification of all information** by the Executive Committee.

Business Posts & Commercial Activity:

- Business-related posts or any content involving financial transactions are **not permitted** as main posts in our groups.
- However, if someone specifically asks for a product or service, you are welcome to share your business information or offerings in the comments section of that post.
- Additionally, to promote your products or services, we encourage you to ask your clients to share positive reviews based on their experiences.

Official Representation: No member may speak or post on behalf of ECA to news outlets, government agencies, or public bodies without written approval from the Executive Committee.

4. Breach Management & Disciplinary Alignment

Breaches of this Code of Conduct will be handled in accordance with the disciplinary framework established under **Clause 2.6 (Disciplinary action against members)** and **Clause 2.7 (Right Handling Breaches & Disciplinary Action)**

a. Immediate Admin Action (Online Groups)

Immediate removal by admins without prior warning for abuse, bullying, or illegal **posts**.

b. Official Complaints (Association Level)

Written complaint submitted to the Executive Committee under Clause 2.6 of the Constitution.

c. Fair Review & Response

Trivial complaints are filtered out. Valid complaints give the member 14 days to respond.

d. Resolutions & Appeals

The Committee may issue a warning, suspension, or expulsion. Members have 7 days to appeal, which triggers a Special General Meeting for a confidential member

Note: Unresolved interpersonal disputes between members in their capacity as members will be referred to mediation via a Community Justice Centre in accordance with Clause 2.8 of the ECA Constitution.

PART B: PRIVACY POLICY

1. Purpose & Statutory Context

ECA is committed to protecting the privacy of its members. This Privacy Policy governs how ECA collects, stores, uses, and discloses personal information obtained through online applications, website interactions, and membership maintenance. It supports the requirements set out in **Clause 2.3 (Register of members)** of the ECA Constitution and aligns with the Australian Privacy Principles (APPs) under the *Privacy Act 1988 (Cth)*.

1. What Information We Collect

To run the Association safely and effectively, ECA collects:

- Your basic membership details (Full Name, Date of Birth, Address, Email, Phone, Profession).
- Your Cadet background (Cadet College, Cadet Number, HSC Year, Profile Photo).
- Specific verification documents (e.g., medical or identity proof) if you apply for personal medical or funeral fundraising support in Australia.
- Professional details and employment information (occasional when requested)
- Profile photograph and portal login credentials.

2. Register Maintenance & Confidentiality

- **Member Rights to Privacy:** Pursuant to **Clause 2.3(III)**, a member may request that their personal information (other than their name) be withheld from inspection on the register. ECA will honour all such privacy requests.
- **Prohibited Uses of Register Data:** Pursuant to **Clause 2.3(IV)**, members are strictly prohibited from harvesting or using information obtained from the Register of Members to send unauthorised communications. Data from the register may **only** be used to send:
 - Official ECA newsletters and notices.
 - Information regarding AGMs, SGMs, or ECA-sanctioned events.
 - Material directly required to comply with regulatory or statutory obligations.

3. Data Storage & Security

- **Electronic Storage:** All digital records, membership registers, and website portal databases managed by the Media and Communication Secretary (MCS) or General Secretary (GS) are secured behind multi-factor authentication and role-based access controls.
- **Financial Data:** Payment details processed through direct debit or credit arrangements are handled through secure, PCI-compliant payment gateways. ECA does not store raw credit card numbers or banking passwords on its local servers.
- **Data Retention & Cessation:** When a membership ceases under Clause 2.11 (resignation, non-payment of fees, or expulsion), personal information is archived securely or de-identified in accordance with legal record-keeping standards in Australia.

4. Third-Party Disclosure

ECA does not sell, rent, or trade member details to commercial third parties, political organisations, or external marketing firms. Personal data may only be disclosed if:

- Required by Australian Commonwealth or State law enforcement agencies or courts.
- Necessary to arrange insurance coverage for official ECA recreational/sporting events.
- Explicitly authorised in writing by the member.

5. Inquiries, Data Access & Contact

Members may view, update, or request restriction of their personal information at any time by logging into the ECA Member Portal or by contacting the General Secretary via the official ECA website contact channel.