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AFFILIATE MEMBERSHIP PACK

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Dear Applicant,

RE INVITATION TO APPLY FOR AFFILIATE MEMBERSHIP OF FOBISIA

Thank you for your interest in becoming an Affiliate Member of FOBISIA. Affiliate Membership is open to educational organisations and suppliers of interest to FOBISIA's Member Schools.

The benefits of becoming an Affiliate Member of FOBISIA include:

- Discounted rates to exhibit at the Annual FOBISIA Leadership Conference*;
- Company details posted on the FOBISIA website with a direct link to your website;
- A formal welcome and listing in FOBISIA's termly eMagazine, *THE FOBISIAN*, which is shared with Member Schools and Affiliate Members;
- A listing in FOBISIA's Membership Handbook & Directory, which is reviewed termly and shared with Member School and Affiliate Members;
- Permission to use the FOBISIA logo on your website, and all other promotional and marketing materials, using the phrase '*COMPANY NAME is an Affiliate Member of FOBISIA*';
- Permission to send three (3) emails per year to FOBISIA's Member Schools via FOBISIA HQ; and
- A FOBISIA Affiliate Membership Certificate.

The cost of becoming an Affiliate Member for an academic year (1 January to 31 December) is SGD 600**.

To apply for Affiliate Membership of FOBISIA, please complete our Application Form and return it, along with the signed code of conduct (page 5 only), a copy of your company's certificate of registration (if applicable), and 2-3 references, to FOBISIA HQ (To: info@fobisia.org)***.

Please be aware that the following statement is published on the FOBISIA website and is communicated to all Member Schools: '*FOBISIA is not responsible for the accuracy of the information provided by Affiliate Members, and schools are advised to contact the organisation directly for*

FOBISIA

ESTABLISHED IN 1988

FOBISIA Chair | Mr. Anthony Rowlands | anthony.rowlands@bisvietnam.com
FOBISIA CEO | Mr. John Gwyn Jones | ceo@fobisia.org

further information. Please note, Affiliate Membership of FOBISIA does not communicate endorsement by FOBISIA of any service, programme or activity and an organization may not use inclusion as an endorsement of any of their services, programmes or activities.'

I trust that the benefits of Affiliate Membership of FOBISIA are of interest to your organisation. We look forward to receiving your application.

Yours sincerely,



Martin Towse

Chair, FOBISIA Membership Committee
Principal, St. Christopher's International Primary School
martin.towse@scips.org.my

** Affiliate Membership of FOBISIA does not guarantee automatic placement to exhibit at the Annual FOBISIA Conference. Exhibitor space is based on availability. The decision by FOBISIA regarding exhibitor allotments is final.*

*** FOBISIA's membership fees are subject to annual review and may change from year to year without notice.*

**** FOBISIA requires its Affiliate Members to re-sign its Code of Conduct annually upon payment of FOBISIA's membership fees.*

www.fobisia.org

39/4 Todsamon Clubhouse Building, M Fl, Soi Lasalle 39/1,
Sukhumvit 105, Bangna, Bangkok, Thailand, 10260

Process for applying for Affiliate Membership of FOBISIA:

- Step 1:** Complete Affiliate Membership Application Form below
Step 2: Attach accompanying documents (mandatory - signed page 5 of the Affiliate Membership Code of Conduct and copies of 2 references, if applicable - a copy of your company's registration certificate)
Step 3: Email your application and accompanying documents to FOBISIA HQ
Step 4: Wait for notification of FOBISIA's decision regarding approval of your application
Step 5: If your application is approved, you will be notified accordingly, and invoiced for FOBISIA's annual membership fee for Affiliate Members

Affiliate Membership Application Form

Affiliate Membership Code of Conduct	
I have read and accepted the Affiliate Membership Code of Conduct	<input type="checkbox"/> No (<i>please read the Affiliate Membership Code of Conduct and accept by signing page 5 of the document</i>) <input type="checkbox"/> Yes (<i>if yes, please attach the signed page 5 of the document to this application</i>)
Company Details	
Company Name	
Postal Address	
Telephone (<i>include country code</i>)	
Fax (<i>include country code</i>)	
Email	
Company Website URL	
Year the company was registered	
Company Registration Number	<i>(please attach a copy of the Registration Certificate to this application where applicable)</i>
Country of Company Registration	

Type of business (please select from one or more of the categories provided)	<input type="checkbox"/> Assessment & Curriculum Services <input type="checkbox"/> Communications & Marketing Services <input type="checkbox"/> Construction Services <input type="checkbox"/> Consultancy & Management Services <input type="checkbox"/> Educational Psychology Services <input type="checkbox"/> Educational Supplies Administration <input type="checkbox"/> Examinations & Awards <input type="checkbox"/> Film & Media <input type="checkbox"/> Financial Services <input type="checkbox"/> Food Service Provider <input type="checkbox"/> Furniture Suppliers <input type="checkbox"/> HR Services <input type="checkbox"/> Inspectorates & Accreditation Agencies <input type="checkbox"/> IT Hardware <input type="checkbox"/> IT Services (Websites) <input type="checkbox"/> IT Software <input type="checkbox"/> IT Systems (MIS) <input type="checkbox"/> Musical Instruments Suppliers <input type="checkbox"/> Not-for-Profit Organisations <input type="checkbox"/> Office Supplies <input type="checkbox"/> Performing Arts <input type="checkbox"/> Photography <input type="checkbox"/> Professional Development Services <input type="checkbox"/> Public Speaking, Coaching & Mentoring <input type="checkbox"/> Publishers & Book Suppliers <input type="checkbox"/> Recruitment Services <input type="checkbox"/> Research <input type="checkbox"/> Risk Management <input type="checkbox"/> Safeguarding Services <input type="checkbox"/> Security Services <input type="checkbox"/> School Activities & Visits <input type="checkbox"/> Sports Equipment Suppliers <input type="checkbox"/> Sports Management Services <input type="checkbox"/> Student Careers Advisory Services <input type="checkbox"/> Teaching & Learning Resources <input type="checkbox"/> Other (please specify)
No. of Employees	
Are you a member of any other Professional Organisation/s; if so please state?	<input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please state below):
Is your organisation Not-for-Profit? Please supply certification.	<input type="checkbox"/> Yes (if yes, please state below): <input type="checkbox"/> No
Referees	
List three (3) professional referees	<i>(please attach 2-3 references from the referees listed)</i>
Name:	
Email:	

Name		Position	
Signature		Date	

Application Enquiries:

Should you have any enquiries relating to this application for Affiliate Membership, please contact info@fobisia.org.

Submitting Applications:

Please submit your completed application in Word format only, and supporting documents (in PDF, JPG or Word), to info@fobisia.org.



Code of Conduct for FOBISIA Affiliate Members

(The “Code”)

This Code sets out the principles which all Affiliate Members should follow in the course of their professional conduct and professional dealings with FOBISIA and FOBISIA Member clients.

1 Definitions

- 1.1 “Affiliate Member” refers to a Member that has been formally awarded membership under the category of ‘Affiliate membership’ in accordance with Section 4.1 of the By-Laws.
- 1.2 “By-Laws” refers to the by-laws of FOBISIA for the time being.
- 1.3 “Chairman” refers to the Chairman of the FOBISIA Executive Committee.
- 1.4 “Constitution” refers to the constitution of FOBISIA for the time being.
- 1.5 “Executive Committee” refers to the Executive Committee comprising of the elected and nominated office bearers of FOBISIA for the time being.
- 1.6 “Executive Officer” refers to the relevant employee of FOBISIA who is appointed as FOBISIA’s Executive Officer for the time being.
- 1.7 “FOBISIA” refers to the Federation of British International Schools in Asia.
- 1.8 “Member” refers to any member of FOBISIA (including full voting members and non-voting Affiliate Members).
- 1.9 References to “you”, “your”, “your company” or “your organisation” shall be construed as extending to all owners and directors of the company or organisation, including all employees or representatives who act on behalf of the Affiliate Member company or organisation.

2 You must comply with this Code, all applicable laws, rules, regulations and requirements of Singapore, your country and any other country within which you operate.

This includes, but is not limited to:

- 2.1 Dealing with FOBISIA, FOBISIA Member Schools and FOBISIA Member clients in an open, clear and co-operative manner.

- 2.2 Ensuring that your organisation complies with the letter and spirit of all applicable laws, rules, regulations and requirements of Singapore, your country of establishment or incorporation and any other country within which you operate, as well as the Constitution, the By-Laws and this Code in the provision of services and products to FOBISIA Member clients.
- 2.3 Ensuring that your organisation is legally constituted and has full power and authority to carry on the business it is carrying on and to enter into any agreement or provide any product or service to any FOBISIA Member client that it enters into or provides from time to time.
- 2.4 Reporting any actual or anticipated breaches of the Code to the FOBISIA Executive Officer and/or the Chairman at the first practicable instance.
- 2.5 Complying with all anti-corruption and bribery laws which may affect you in Singapore and in any other country in which you operate. In particular, no Affiliate Member may offer services, gifts or benefits to any Members in order to procure business from or involving FOBISIA Member clients or any other clients. Bribes include, but are not limited to, cash, cash equivalents, property, loans, commissions, services, benefits in kind or other advantages.
- 2.6 Communicating the principles stated in this Code to your employees, subcontractors, and any of your business partners who are involved in providing products and services to FOBISIA Member clients.

3 You must act with the highest ethical standards and integrity.

This includes, but is not limited to:

- 3.1 Ensuring that you do not act in a manner that is incompatible with the objects and rules of FOBISIA as set out in the Constitution and the By-Laws.
- 3.2 Acting in a manner that is open, honest, trustworthy and respectful.
- 3.3 Ensuring that all correspondence and queries are dealt with promptly and courteously by your organisation and those acting on your behalf.
- 3.4 Not taking unfair advantage of or acting in a way which is fraudulent towards a FOBISIA Member client.
- 3.5 Promoting professional standards within the industry.
- 3.6 Ensuring that your FOBISIA membership status, being that of an Affiliate Member, is correctly described on all publicly available materials (including your own website) at all times, and that upon the cessation of your FOBISIA membership (whether because it has been cancelled, has lapsed or otherwise), you shall not represent yourself to be a Member of or in any way associated with FOBISIA.
- 3.7 Informing the Executive Committee through the Executive Officer at the first practicable instance of any change in your organisation's circumstances which may affect your membership.
- 3.8 Ensuring that all legal and financial records kept by your organisation are accurate in all material aspects. Affiliate Members must not hide, fail to record information or make false

entries. All financial records must conform to accepted accounting principles (such as Generally Accepted Accounting Principles or International Financial Reporting Standards).

- 3.9 Maintaining adequate legal liability insurance (or its equivalent) against disruptions to your organisation's operations in the event of liability and indemnifying FOBISIA against any damage, costs or expenses of whatsoever nature which FOBISIA may suffer by association with your organisation.

In this regard, FOBISIA shall have the right to require you to produce the relevant insurance policy(ies) and receipts evidencing prompt payment of premia for its review and inspection at any time in FOBISIA's absolute discretion.

4 You must act in the best interests of FOBISIA's membership.

This includes, but is not limited to:

- 4.1 Prioritising the fair treatment of clients in all your operations.
- 4.2 Making full prior disclosure to FOBISIA Member clients of all relevant and material facts and information relating to each proposed activity or service, provided that such disclosure does not cause you to breach your confidentiality undertakings to any other third party.
- 4.3 Ensuring that the representations and promises you make to clients about a product or service are accurate. It will be considered a violation of this Code should you misrepresent the capabilities of a product or service in order to obtain business.
- 4.4 Safeguarding confidential information in relation to FOBISIA or FOBISIA Member clients which you may have obtained by virtue of your association with FOBISIA. You must ensure that such information is used only for the purpose intended and not in an unprofessional or unlawful manner (including to procure a personal or business advantage).
- 4.5 Avoiding actual or perceived conflicts of interests at all times. You must decline any work or business where there is a conflict of interest between your organisation, its employees and a FOBISIA Member, save in circumstances that have been expressly permitted by the Executive Committee upon full disclosure by your organisation. All actual, likely or perceived conflict of interest situations must be disclosed to the Executive Committee and/or the Chairman at the first practicable instance.

For the purposes of this section, a "conflict of interest" is considered to exist in a situation where your organisation or employees have or are perceived to have competing professional or personal interests preventing your organisation from acting in the best interests of FOBISIA and FOBISIA Member clients.

5 You must provide a high standard of service.

This includes, but is not limited to:

- 5.1 Communicating with each FOBISIA Member client in a way that is accurate, clear and comprehensible at every point of the transaction.

- 5.2 Being transparent about fees and costs. By way of example, it will be considered a violation of this Code should you wilfully fail to disclose significant items when providing an estimate of costs.
- 5.3 Acting with skill, care and diligence in respect of all work undertaken by your organisation, in accordance with the contract entered into with FOBISIA Member clients. This includes, but is not limited to:
 - 5.3.1 Ensuring that reasonable steps are taken to ensure that all advice given is accurate and suitable for the individual FOBISIA Member client, based on a thorough evaluation of the client's needs, priorities, concerns and circumstances.
 - 5.3.2 Ensuring that your organisation and employees are sufficiently competent, qualified and possess up to date knowledge in respect of the products and services you offer to FOBISIA Member clients.
 - 5.3.3 Taking precautions not to exceed the scope of your authority from FOBISIA Member clients in accordance with the contract entered into with FOBISIA Member clients.
- 5.4 Ensuring that your organisation has a clear internal written complaints procedure, and that a copy of the document setting out such procedure be provided to the Executive Committee and is also made freely available to all other Members.
- 5.5 Making full disclosure to FOBISIA about any and all details pertaining to complaints (legal or otherwise) received about the products or services which your organisation has provided to Members and accepting full responsibility for such complaints received.

6 You must have adequate provision for child protection/safeguarding where employees are working directly with children.

This includes, but is not limited to:

- 6.1 Ensuring your organisation's Recruitment and Selection Policy demonstrates that all adults with access to students are carefully selected and vetted, prior to employment, according to statutory requirements.

You must therefore:

- 1. Comply with this Code and all relevant laws and regulations.
- 2. Act with the highest ethical standards and integrity.
- 3. Act in the best interests of each FOBISIA Member client.
- 4. Provide a high standard of service.
- 5. Ensure adequate provision for child protection/safeguarding.

Affiliate Members acknowledge and confirm that all breaches of the Code or instances of unethical conduct as determined by the sole discretion of the Executive Committee under Sections 4.5 and

4.7.1 of the By-Laws may result in suspension or termination of the membership of the Affiliate Member.

In addition, the Executive Committee has the right under the By-Laws to terminate an Affiliate Member's membership in other circumstances, such as where the Affiliate Member has failed to pay its subscription fees or where the Affiliate Member's membership has lapsed. The Executive Committee has the absolute discretion to treat an Affiliate Membership as having lapsed where the Affiliate Member:-

- (a) undergoes substantial or significant changes in its mission and purpose, structure, operations, legal licence or registration; or
- (b) ceases to demonstrate commitment or relevance to FOBISIA.

Affiliate Members agree to accept all decisions of the Executive Committee as final and binding.

Signature of Affiliate Member

Company Name: _____

Name Representative: _____

Date: _____