

People's Association (Conduct and Discipline) Rules

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PEOPLE'S ASSOCIATION ACT
(CHAPTER 227, SECTIONS 9(2)(a) AND (c))

PEOPLE'S ASSOCIATION
(CONDUCT AND DISCIPLINE) RULES

R 1

REVISED EDITION 1998

(15th June 1998)

[24th February 1989]

PART I

PRELIMINARY

Citation

1. These Rules may be cited as the People’s Association (Conduct and Discipline) Rules.

Definitions

2. In these Rules, unless the context otherwise requires —

“Association” means the People’s Association incorporated under section 2 of the Act;

“Board” means the Board of Management of the People’s Association;

“Chairman” means the Chairman of the Board;

“Chief Executive Director” means the Chief Executive Director of the Association;

“Deputy Chairman” means the Deputy Chairman of the Board;

“Director (Administration)” means an officer of the Association holding or acting in the post of Director (Administration);

“employee” means an employee of the Association;

“member” means a member of the Board.

PART II

GENERAL CONDUCT AND DISCIPLINE

Compliance with orders

3. Every employee is required at all times faithfully and diligently to carry out his duties and to comply with the reasonable instructions of the Chief Executive Director or any other officer of the Association duly authorised to give instructions.

Courtesy to public

4. Every employee shall during the course of his duties treat with courtesy and consideration all members of the public with whom he comes into contact.

Improper behaviour

5. No employee while on duty shall be in such a condition or conduct himself in such a manner as to be unable to properly perform his duties or to interfere with the proper performance of the duties of other employees.

Care of property

6. Every employee shall take all possible care to prevent loss or damage to any property of the Association of which he may at any time be in charge or in control whether in the Association premises itself, or in the community centres and other premises controlled by the Association such as holiday flats, holiday camps and water sports centres.

Communication with Chairman or Board

7.—(1) No employee shall verbally or otherwise, directly or indirectly, approach or communicate with the Chairman, Deputy Chairman, or any other member of the Board on personal matters arising out of, or in the course of, or directly or indirectly connected with, his employment otherwise than through the Chief Executive Director.

(2) The Chief Executive Director shall forward any communication on a matter of the kind received under paragraph (1) to the Deputy Chairman or the Board, as the case may be.

Absence without authority

8. No employee shall be absent from duty without proper authority or without sufficient cause to be shown by him.

Disclosure of official documents

9. No employee may, without the written sanction of the Chief Executive Director or unless required by law or in the course of his official duties to do so, make public or communicate to the press or to any individual any document or paper or other information of which he may have become possessed or make or retain private copies thereof.

Invitation to broadcast or telecast

10. If an employee is invited to broadcast or telecast or to provide material for a broadcast or telecast, he shall obtain the permission of the Chief Executive Director

before accepting the invitation.

Political and allied activities

11.—(1) No employee shall, without the prior written permission of the Chief Executive Director, contribute either in his own name, or under a pseudonym, or anonymously any letter, article, statement or other communication to any newspaper, journal or magazine intended for public distribution on any subject which may, in the opinion of the Chief Executive Director, be reasonably regarded as criticism of the administration of the Association or its policies or tending to bring the Association into contempt, ridicule or disrepute.

(2) Paragraph (1) shall not apply to contributions in respect of any subject-matter which does not come within the ambit of that paragraph.

(3) No employee shall act as a distributor or assist in the distribution of any document, handbill or form of any kind other than a document or form which he is required to distribute in the course of official duty.

(4) Every employee shall refrain from engaging in party political activity and shall maintain complete reserve in all matters of party political controversy.

(5) Nothing in paragraph (4) shall be construed as restricting an employee's right of private exercise of franchise or his liberty to be a member of a political party or as prohibiting any employee from —

- (a) disseminating in any community centre or elsewhere information in support of parliamentary democracy as a political system or in favour of nation-building; or
- (b) actively combating communal propaganda of any kind emanating from any source.

Safeguarding Association's reputation

12. No employee shall commit any act which may bring the Association into disrepute.

PART III

DONATIONS AND GIFTS

Gifts or presents from public

13.—(1) Every employee shall firmly decline all offers of gifts or presents by the