

Code of Conduct

Kirat Rai Association Hong Kong Limited

BR No. 58919948 | Section 88 Approved Charity Registered Office: Flat B, 9/F, King's Court, 65–75 Wai Ching Street, Yau Ma Tei, Kowloon, Hong Kong

*Adopted by the Executive Committee pursuant to Article 5.3.1(e) of the Constitution.
This version is current as at May 2026.*

Preamble

The Kirat Rai Association Hong Kong Limited (KRAHK) exists to preserve the sacred cultural heritage and ancestral identity of the Kirat Rai people in Hong Kong. The trust placed in us by the community, our donors, and the Hong Kong public depends on every member, volunteer, officer, and representative conducting themselves with integrity, respect, and dedication to our charitable objects.

This Code of Conduct sets out the standards of behaviour expected of all members and anyone acting on behalf of KRAHK. It applies at all Association events, meetings, and activities — whether held at the Chula House, in public venues, or online — and to any conduct that may affect the reputation of the Association.

Part 1 — Core Values

All members and representatives of KRAHK are expected to uphold the following core values in everything they do on behalf of the Association.

Respect for Cultural Heritage. The Kirat Rai oral tradition, Mundhum scripture, Sili dance, and ancestral ceremonies are sacred. Members shall treat all cultural and religious practices, artefacts, and spaces — especially the Chula House — with the

reverence they deserve, and shall not trivialise, misrepresent, or commercialise them without the explicit authorisation of the Executive Committee.

Integrity and Honesty. Members shall act honestly and transparently in all dealings with the Association, its officers, fellow members, donors, government departments, and the public. No member shall make false or misleading statements about the Association or its activities.

Inclusivity and Respect for Persons. KRAHK welcomes all members of the Kirat Rai community and their supporters regardless of gender, age, disability, national origin, religion, or any other characteristic. Members shall treat every person with dignity and courtesy, and shall not engage in discrimination, harassment, bullying, or intimidation of any kind.

Stewardship of Resources. The Association's funds, property, and resources are held in trust for charitable purposes. Members in positions of responsibility shall manage them prudently, avoid waste, and never use them for personal gain.

Confidentiality. Members who have access to confidential information about the Association — including legal strategy, financial details, personal data of other members, or sensitive community matters — shall keep that information strictly confidential and shall not disclose it without authorisation.

Part 2 — Conduct at Events and Meetings

2.1 Punctuality and Participation. Members are encouraged to attend General Meetings, cultural festivals, and community events. Executive Committee members are expected to attend all Committee meetings unless prevented by reasonable cause, and shall give advance notice of any absence to the General Secretary.

2.2 Respectful Discourse. All discussions at meetings shall be conducted in a respectful and orderly manner. Members shall allow others to speak without interruption, address remarks through the Chair, and refrain from personal attacks or offensive language.

2.3 Sacred Spaces. The Chula House and any other space designated for religious or ceremonial use shall be treated with appropriate reverence. Members shall follow the instructions of the Kubimi (religious practitioner) during ceremonies, dress modestly,

and refrain from consuming alcohol or engaging in disruptive behaviour on the premises.

2.4 Photography and Recording. Members shall not photograph, film, or record religious ceremonies, sacred objects, or other sensitive activities without the prior consent of the Executive Committee or the Kubimi. Any approved recordings shall not be shared publicly without authorisation.

2.5 Social Media and Public Communications. Members shall not post, publish, or share content that misrepresents KRAHK's positions, discloses confidential information, or brings the Association into disrepute. When speaking publicly about KRAHK matters, members shall make clear whether they are expressing a personal view or an official position of the Association.

Part 3 – Conflicts of Interest

3.1 A conflict of interest arises when a member's personal, financial, or professional interests could influence — or could reasonably be perceived to influence — a decision they make on behalf of the Association.

3.2 Any member who has, or becomes aware of, a conflict of interest in relation to any matter before the Executive Committee or a General Meeting shall:

- (a) disclose the conflict promptly and fully to the Chair before the matter is discussed;
 - (b) withdraw from the discussion and any vote on that matter; and
- © not attempt to influence the outcome.

3.3 Disclosures of conflicts of interest shall be recorded in the minutes of the relevant meeting.

3.4 No member shall use their position in the Association to obtain personal financial benefit, employment, or other advantage for themselves or their associates.

Part 4 – Financial Conduct

4.1 All income received on behalf of the Association — including membership fees, donations, event proceeds, and grants — shall be paid promptly into the Association’s bank accounts and recorded in the accounts.

4.2 No member shall incur expenditure on behalf of the Association without prior authorisation from the Executive Committee. Reimbursement claims shall be supported by original receipts and submitted within thirty days.

4.3 Association funds shall not be used for personal expenses, political donations, or any purpose inconsistent with the charitable objects of the Association.

4.4 Members handling cash at events shall ensure that all receipts are counted, recorded, and banked promptly, and shall not retain cash beyond what is necessary for immediate operational needs.

Part 5 – Safeguarding

5.1 KRAHK is committed to the safety and wellbeing of all people who participate in its activities, including children and vulnerable adults.

5.2 Any member who has concerns about the safety or welfare of a child or vulnerable adult at an Association event shall report those concerns immediately to the President or General Secretary, who shall take appropriate action including, where necessary, reporting to the relevant authorities.

5.3 Members shall not engage in any form of physical, emotional, sexual, or financial abuse towards any person in connection with Association activities.

Part 6 – Complaints and Enforcement

6.1 Raising a Complaint

Any member who believes that another member has breached this Code of Conduct may submit a written complaint to the General Secretary, setting out the nature of the

alleged breach and any supporting evidence. Complaints shall be treated confidentially to the extent practicable.

6.2 Investigation

6.2.1 Upon receipt of a complaint, the Executive Committee shall appoint an investigation panel of at least two Committee members who have no conflict of interest in the matter.

6.2.2 The panel shall give the member complained against written notice of the complaint and an opportunity to respond within fourteen days.

6.2.3 The panel shall report its findings and recommendations to the Executive Committee within thirty days of the complaint being received.

6.3 Sanctions

6.3.1 Where the Executive Committee finds that a breach of this Code of Conduct has occurred, it may impose one or more of the following sanctions, proportionate to the severity of the breach:

Sanction	Description
Written Warning	A formal written warning placed on the member's file
Temporary Suspension	Suspension from membership for a specified period of up to six months
Removal from Office	Removal of an Executive Committee member from their position
Expulsion	Termination of membership in accordance with Article 4.5 of the Constitution

6.3.2 The member shall be notified in writing of the sanction imposed and the reasons for it.

6.4 Appeal

A member who is dissatisfied with a sanction imposed under clause 6.3 may appeal to a General Meeting within thirty days of receiving written notice of the sanction. The decision of the General Meeting shall be final.

