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FY 2021 – 2022



Reference No.: U127-BOD-BOR-220728-01

Date: July 28, 2022

**BOARD RESOLUTION**

**UAP QATAR COMMITTEE ON ETHICS AND DISCIPLINE**

CHAPTER BOARD RESOLUTION NO.001 S.2022

DELIBERATED & APPROVED BY THE CHAPTER BOARD OF DIRECTORS ON ITS BOD-KICK OFF  
MEETING HELD ON JULY 04, 2022

WHEREAS, we, UAP Qatar LLC(G) Chapter Board of Directors during executive meeting with Minutes of Meeting Reference No. U127-BOD-MOM-220704-001 has agreed to establish the COMMITTEE ON ETHICS AND DISCIPLINE for Fiscal Year 2022-2023, composed of the Committee Head and its three (3) members; and

WHEREAS, it has also been agreed that the COMMITTEE HEAD and its four (4) members FY 2022-2023, shall be reinstated and whose services shall continue; and

WHEREAS, the Chapter Board of Directors confirmed unanimously the reinstatement of the following COMMITTEE MEMBERS:

- (1) Arch. Lyndon S. Calibuso – Committee Chairman
- (2) Arch. Dawne G. Brown – Committee Vice Chairwoman
- (3) Arch. Lyndon B. Dela Rosa – Committee on Professional Practice
- (4) Arch. Jose V. Vargas – UAP QA Architect Member

WHEREAS, the services of the COMMITTEE ON ETHICS AND DISCIPLINE shall serve as Chapter Board Resolution s. 2022; and

WHEREAS, the COMMITTEE ON ETHICS AND DISCIPLINE shall be an shall perform primarily their roles and tasks in accordance with 1.2.1. In line with Article X- Rules of Professional Conduct of 2009 UAP By-Laws, the Committee on Ethics have established this document for the purpose of setting rules and regulation to enforce and implement the provisions adopted from UAP By-Laws, Code of Ethical Conduct and Standard of Professional Practice excerpt from the UAP National Headquarters; and

WHEREAS, the inclusion of further enhanced the guidelines and mechanisms shall be adopted to suit the needs and current situation of the UAP Qatar Chapter and its fair and equal judgment for both originator and the Committee, however, of which shall only be implemented as the result of the recommendations as stipulated in the implementing rules and guidance and clauses herewith attached; and

WHEREAS, the COMMITTEE ON ETHICS AND DISCIPLINE shall perform their roles and duties assisted by the Chapter President to Review the recommendations received from Director of Professional Practice and Provides final approval on the recommended actions for concerned Action Party; and

WHEREAS, the COMMITTEE ON ETHICS AND DISCIPLINE shall be provided with their own outlook email and letterhead and shall perform their roles in the assessment of official correspondences and any other data base that serves as the communications protocols as mandated by Implementing Rules and Guidelines excerpt issued by UAP National Headquarters; and

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NOW, THEREFORE, BE IT RESOLVED, as it is hereby resolved that the above-mentioned endorsement and reinstatement of COMMITTEE ON ETHICS AND DISCIPLINE of FY-2022-2023 shall be established, of which board resolution herein as written to be adopted and implemented, deliberated during a BOD kick-off meeting, as recorded by the Secretariat; and

RESOLVED, that the COMMITTEE ON ETHICS AND DISCIPLINE of FY 2022-2023 shall be reinstated as COMMITTEE ON ETHICS AND DISCIPLINE -2022-2023; and

RESOLVED, that the COMMITTEE ON ETHICS AND DISCIPLINE FY 2021-2022 shall abide by the 1.2.1. In line with Article X- Rules of Professional Conduct of 2009 UAP By-Laws to enforce and implement the provisions adopted from UAP By-Laws, Code of Ethical Conduct and Standard of Professional Practice.

RESOLVED, that as recommended by Chapter President deemed action of approval shall be carried-out aligned with applicable rules based on merits of the claim without prejudices; and

RESOLVED FURTHER, that the COMMITTEE ON ETHICS AND DISCIPLINE shall serve co-terminus together with Chapter Board of Directors; and

RESOLVED FURTHER, that the Chapter Board of Directors' recommendation to reinstate the COMMITTEE ON ETHICS AND DISCIPLINE FY 2022-2023 are compliant with the UAP National objectives; and

BE IT RESOLVED FURTHER, that a copy of this board resolution be transmitted electronically via email to the General Membership of the UAP Qatar Chapter immediately and posted in chapter media pages; and

WE, the Chapter Board of Directors of the UAP Qatar LLC (G); who had a BOD -Kick-off meeting on July 2021, hereby attests that the foregoing discussion were deliberated and duly agreed by the Chapter Board of Directors. Set forth our signatures to and adopt affirmatively this resolution in full force and effect this 28<sup>th</sup> July 2022.

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Vice President – Programs & Development

**Arch. Jinelle Mae G. Fabro, uap**  
Chapter Secretary

**Arch. Sunny F. Tudzon, uap**  
Chapter Auditor

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**Arch. Epraim Deil S. Navarro, uap**  
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Director/Chairman on Continuing  
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UAP QATAR CHAPTER  
FISCAL YEAR 2022 – 2023

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*Vice-Chairman/ Committee on Ethics &*  
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*UAP Architect Member*



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COMMITTEE ON ETHICS AND DISCIPLINE  
IMPLEMENTING RULES FOR PROFESSIONAL CONDUCT

1. SCOPE AND APPLICABILITY

1.1. INTRODUCTION

1.2. PURPOSE AND APPLICABILITY

1.2.1. In line with Article X- Rules of Professional Conduct of 2009 UAP By-Laws, the Committee on Ethics and Discipline have established this document for the purpose of setting rules and regulation to enforce and implement the provisions adopted from UAP By-Laws, Code of Ethical Conduct and Standard of Professional Practice.

1.2.2. This document is applicable to all UAP-Qatar Chapter Members in good standing status.

1.2.3. Objectives

- a) To ensure promotion of the highest standards of ethical conduct of all UAP-Qatar Chapter Members in compliance to the By-Laws, Code of Ethical Conduct and Standards of Professional Practice.
- b) To follow implementing procedure to study and recommend actions involving malpractice and unethical conduct UAP-Qatar Chapter members.
- c) To endeavor a fair implementing rule regardless of membership classification as set in Article II-Membership of 2009 UAP By-Laws.

2. DEFINITION OF TERMS

Term	Definition
Approval	The authority to make decisions in terms of actions recommended by the concerned Committee.
Action Party	Responsible to carry out the course of action identified by Committee report
Claim	A malpractice or unethical conduct actions issued against the Responder.
Closed	A recommended action has been issued to concerned parties.
Default	A failure to fulfil an obligation as set in the recommended actions.
Etiquette	The customary code of polite behavior in society or among members of a particular profession or group.
Endorse	The authority to support recommendations.
Final Approval	The authority to make final decisions in terms of accepting or choosing different alternatives based on recommendations.
Open	A recommended action is yet to be finalized and issued.
Originator	Any UAP Qatar Chapter member requesting Committee on Ethics and Discipline to take action on certain UAP-Qatar Chapter Member who have been involve in malpractice and unethical conduct.
Recommend	Advise a course of action based upon submitted reports and information submitted by both Originator and Responder.

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FISCAL YEAR 2022 – 2023

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Review	Consider information and documents required for recommendations for decision-making.
Shall	A mandatory action.
Should	Preferred action.

**3. ROLES & RESPONSIBILITIES**

**3.1 ORIGINATOR (ORI)**

- a) Submit official request in line with the malpractice or unethical conduct by UAP-Qatar Chapter Member claimed to have been witness directly or indirectly.
- b) Prepare detailed claim by duly accomplishing a Claim Resolution Sheet as shown in Appendix A as well as necessary attachment to justify the claim.
- c) Carry out as deemed applicable in line with recommended action approved by the Chapter president.
- d) Comply, honor and respect without prejudice the recommended actions by the Committee and approved by the Chapter President and Board of Directors.

**3.2 RESPONDER (RES)**

- a) Receives the duly accomplished Claim Resolution Sheet from the Secretary.
- b) Prepare detailed Response by duly accomplishing the Claim Resolution Sheet submitted by the Originator as well as necessary attachment to respond to the Claim made by the Originator.
- c) Carry out as deemed applicable in line with recommended action approved by the Chapter president.
- d) Comply, honor and respect without prejudice the recommended actions by the Committee and approved by the Chapter President and Board of Directors.

**3.3 SECRETARY (SEC)**

- a) Receives and forward the submitted Claim Resolution sheet (CRS) to the Chapter President for delegation of action.
- b) Issues all notices, correspondence to both Originator and Responder as well as supervise the proper recording of all CRS.

**3.4 HEAD, COMMITTEE ON ETHICS AND DISCIPLINE (CED)**

- a) Promotes of the highest standards of ethical conduct of all UAP-Qatar Chapter Members in compliance to the By-Laws, Code of Ethical Conduct and Standards of Professional Practice
- b) Study and recommend actions to the Director of Professional Practice involving malpractice and unethical conduct of UAP-Qatar Chapter members submitted for action.

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- c) Endeavor a fair assessment regardless of membership classification as set in Article II-Membership of 2009 UAP By-Laws.
- d) Enforce and monitor implementation of the recommended actions approved by the Chapter President.

**3.5 DIRECTOR ON PROFESSIONAL PRACTICE (DPP)**

- a) Review the recommendations received from Committee on Ethics and Discipline
- b) Study and recommend actions to the Chapter President involving malpractice and unethical conduct of UAP-Qatar Chapter members submitted for action.
- c) Endeavor a fair assessment regardless of membership classification as set in Article II- Membership of 2009 UAP By-Laws.

**3.6 CHAPTER PRESIDENT (CP)**

- a) Review the recommendations received from Director of Professional Practice
- b) Provides final approval on the recommended actions for concerned Action Party.
- c) Endeavor a fair assessment regardless of membership classification as set in Article II-Membership of 2009 UAP By-Laws.

**3.7 BOARD OF DIRECTORS (BOD)**

- a) Provides concurrence to the recommended actions approved by Chapter President.
- b) Endeavor a fair assessment regardless of membership classification as set in Article II-Membership of 2009 UAP By-Laws.

**4. PROCEDURE**

**4.1. SUBMISSION OF CLAIM**

- a) ORI shall submit official request via formal email or letter addressed to the SEC attaching a duly accomplished Claim Resolution Sheet (CRS)
- b) SEC shall register the official correspondence pertinent on applicable database and categorize the submission as "Open".
- c) Upon registration, SEC forwards the correspondence to CP for delegation or instruction for action to CED WITH cc copy to BOD.
- d) CED provides initial assessment of the merit of the claims and advise CP to send the correspondence to RES for response thru the SEC.
- e) SEC sends the correspondence to the RES by issuing official email to respond to the claims by fulfilling CRS.

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ARCH. MARVIN M. TEJADA, UAP  
*FY 2021 – 2022*



4.2. SUBMISSION OF RESPONSE

- a) RES shall submit official request via formal email or letter addressed to the SEC attaching a duly accomplished Claim Resolution Sheet (CRS).
- b) SEC forwards the correspondence to CP for delegation or instruction for action to CED with cc copy to BOD.
- c) Upon received of CP instructions, CED Study the claim and response submissions and recommend actions.

4.3. APPROVAL OF RECOMMENDED ACTIONS

- a) RES shall submit official request via formal email or letter addressed to the SEC attaching a duly accomplished Claim Resolution Sheet (CRS).
- b) SEC forwards the correspondence to CP for delegation or instruction for action to CED with cc copy to BOD.
- c) Upon received of CP instructions, CED Study the claim and response submissions and recommend actions.
- d) Once issued the database shall be updated and categorized as "Closed"

5.0. RECOMMENDATIONS ON SANCTIONS

- 1. Notification and/or a warning letter
- 2. One (1) year suspension of rights to vote for a fiscal year
- 3. Two (2) year suspension the rights to take an office in any position
- 4. Malpractice of profession
  - 4.1. As per UAP National bylaws subject for termination of professional membership reinstated in Articles II. Section 10. Termination and Reinstatement of membership
  - 4.2. Termination of Membership
- 5. Unethical Conduct as per UAP Bylaws and Standards Professional Practice to adhere to as stipulated in Article Professional Conduct.
- 6. Negligence, abandonment of duties and responsibilities of an officer after an Oath of office may loss, suspension of interest, Rights and Privilege as reinstated in Articles II. Section 10. Termination and Reinstatement of membership
  - 6.1. Suspension for two (2) year the right to vote as a member
  - 6.2. Suspension for two (2) year to an office in any position



UAP QATAR CHAPTER  
FISCAL YEAR 2022 – 2023

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FY 2021 – 2022

APPENDIX A – CLAIM RESOLUTION SHEET (FORMAT)

To be filled by the Originator							To be filled by the Responder	
Name of Responder: _____								
Item No.	Type of Claim (Select between Malpractice or Unethical Conduct)	Detailed Description of Claim	Reason for Claim	Reference Document (e.g., By-Laws, Code of Ethics, etc.)	Reference Clauses/Section	Attachment No. (for supporting documents)	Response	Attachment No. (for supporting documents)
Originator Name and Signature:							Responder Name and Signature:	
Date Submitted:							Date Submitted:	
To be filled by Committee on Ethics and Discipline								
Recommended Action:						Action Party		
Recommended by:			Endorsed By:			Approved By:		
(sign)			(sign)			(sign)		
Head, Committee on Ethics and Discipline:			Director on Professional Practice			Chapter President		