

How Best to Interact with Fellow Members?

As a member, you are expected to behave professionally and act in good conduct because you shall be investing in the future with others who are joining you on this journey. As a reminder, when astronauts step into the International Space Station, they must swear and abide by the ISS's set of operating code.

In space, we are our own best monitor of good conduct. No nation will be policing our conduct.

Generally, good conduct means:

- **Use good judgment.** If you would not want to receive a message, don't send it.
- **Be sensitive.** Consider any cultural, religious, racial, gender, or political issues that could be interpreted differently by others.
- **Be collegial.** Offer comments that are collegial in tone—without hostility directed towards any one person or group.
- **Be professional.** If expressing differences of opinion, do so professionally and respectfully—and don't reply all in your email please.

Over time you shall be working in or with a project team and maybe even in a larger community of members and non-members. A community requires trust, cooperation, and support. We have found that these actions have tended to undermine these efforts:

- **Blasting or repeating messages.** Please no more than twice.
- **Borrowing or using member's contact details for sales or lead generation.** Taking email list addresses to populate one's own contact databases, without first obtaining permission to do so from individual(s).
- **Writing messages with an intent to do harm to** another person's reputation or slandering science.
- **Spreading political, religious, or nationalistic message from any one nation.** Please remember there are other channels and forums for such things. OASA is not a platform for these messages.

The OASA Code of Conduct

All members, especially the Board and the International Council and anyone with mission or project authority should abide by this Code. This Code establishes rules of conduct for the members of the Academy and is designed to support the member's duty to the other members of the Academy. This is one way we put the Academy's values into

practice. This code is built around the recognition that everything we do at OASA, will be and should be, measured against the highest possible standards of ethical business conduct.

The key conduct aims to address various actual or perceived conflicts of interest that may happen when citizens of the world come together. Fundamentally, the Academy has a zero-tolerance policy against corruption and paying bribes¹. One purpose to the Code is to preclude activities which may lead to or give the appearance of conflicts of interest, insider trading, and other forms of prohibited or unethical business conduct. The Code is based upon the principle that each member owes a duty of care to the Academy, to be a responsible global citizen.

The Code is designed to ensure that the high ethical standards long maintained by the Academy would continue to be applied. High ethical standards are essential for the success of the Academy and its missions, and to maintain the confidence of those who entrust us with the management of their dreams. The Academy expects all its members to premise their conduct on the fundamental principles of openness, integrity, honesty, fairness, and trust. One earth, one humanity, one space for all.

Scope

All members must conduct the affairs of the Academy in such a manner as to:

- (1) avoid serving their own personal interests ahead of the Academy or other members;
- (2) avoid taking inappropriate advantage of their position as a member of Academy; and
- (3) avoid any actual or potential conflicts of interest or any abuse of their position of trust and responsibility given to our members and our advisers.

Compliance with the Code involves more than acting with honesty and good faith alone. It means that each member has an affirmative duty of utmost priority to act solely in the best interest of the start-up and to refrain from any behavior that might be able to undermine the public's faith in this Code, in the Academy, or in other members.

General Code

As a member and as an adviser of the Academy, you agree:

1. To conduct yourself in a professional manner at all times. To treat other members, particularly entrepreneurs and start-ups as they expect to be treated themselves by an upright entrepreneur such as yourself. To deal fairly with these start-ups despite their youth and immaturity.

¹ A bribe is defined as directly or indirectly offering, paying, seeking or accepting a payment, gift or favour to improperly influence a business outcome It may be in cash or anything else of value.

2. To respect the privacy and intellectual properties of other members, notably the start-ups and will not contact these start-ups in bulk nor provide their name to any third party without their permission. Generally, to keep confidential information and data received from these members and handle them with discretion and care.
3. To avoid raising the member's expectations, either through conscious actions or neglect, regarding their products as well as their ability and readiness to perform that are not realistic.
4. To not personally charge the entrepreneur, a fee for access or introduction to any angel group, angel fund or any activity of the Academy. No members may solicit gifts or accept any advantage.
5. To conduct your own due diligence and be accountable to your own actions.
6. To not misrepresent the Academy or yourself. Never misled other members.
7. To avoid any conflict of interest or perceived conflicts. To be open and disclose to other members voluntarily, in advance, any relationship you have or may have with a vendor, including any personal gain you may receive from that company.
8. To treat all members equally. Members will not discriminate against another, notably a start-up on the grounds of age, health, gender, sexual orientation, mental or physical disability, origin, language, race, skin colour, ethnicity or nationality, religious or political views and membership in a social group.
9. To report to the Honorable Legal Counsel or the Honorary Compliance Officer, or Honorary Internal Auditor, any illegal or dishonest means by other members in getting hold of information, business, public contracts or trade secrets. If another member were to offer such information to you, you will not accept this but will immediately inform the Secretariat of the Academy. The Academy does not tolerate harassment of any kind.

Remarks

The provisions of the Code are not all-inclusive. Rather, they are intended as a guide to appropriate conduct. In those situations where any member may be uncertain as to the intent or purpose of the Code, they are advised to consult with the Board of Directors, the Honorary Legal Counsel, or the Honorary Compliance Officer.

The Board may grant exceptions to certain provisions contained in the Code only in those situations when it is clear beyond dispute that the interests of the other members will not be adversely affected or compromised.

Should a member breach this Code or believes he or she would not be able to abide by the Code, and subject to the bylaws of the Membership Committee and decisions of the Membership Committee, the member may cease to be a member (or adviser) of the Academy.

On Data Protection and Privacy

Members may have access to the personal details of other members. If they do, these members must observe the Academy's Data Protection and Privacy Policy. If in doubt, please speak with our Data Officer.

In this Policy, "we" or the "Academy" refers to the Orion Astropreneur Space Academy, and "Ordinance" refers to the Personal Data (Privacy) Ordinance, Chapter 486 of the laws of Hong Kong.

Member's Privacy

We are committed to respecting and protecting the privacy of those making applications or requests to participate ("Participants" or "you") in our activities ("Activities") by observing and ensuring full compliance with the requirements stipulated under the Ordinance. We are equally committed to ensuring that all our internal processes uphold these obligations. We recognize that when you choose to provide us with information about yourself, you trust us to act in a responsible manner. That's why we have put a policy in place to protect your personal data. Please read on for more details on how we handle your personal data.

What does the Academy collect and how do we use the data collected?

If personal data is collected in the process of making enquiries or submitting applications or requests to participate in our activities, participants will be informed via the respective Personal Information Collection Statements of such purposes and uses, including the extent of their transfer and disclosure; and the right of access to and correction of the collected personal data.

Will the Academy disclose or transfer the data it collects to outside parties?

The Academy will NOT disclose or transfer personal data collected to outside parties unless such disclosure or transfer is authorised, required or permitted by, or in compliance with, the Ordinance. Please refer to the relevant Personal Information Collection Statement for details.

Data Security

We are required by the Ordinance to take all reasonably practicable steps to safeguard the security of personal data held by us. The Academy will strive to protect any personal data held by us against unauthorized access or processing.

Notwithstanding our obligation to safeguard the security of personal data, we are unable to guarantee complete security of electronic communications through the internet given

the open nature of the internet. You will have to assess and accept the relevant risks before sending personal data to us via email or any form of electronic communications.

Accuracy and Retention of Personal Data

We are required by the Ordinance to take all reasonable practicable steps to ensure that personal data held by us (i) is accurate having regard to the purposes for which the data is to be used; and (ii) is not kept longer than is necessary for the fulfilment of the purpose for which the data is to be used unless otherwise permitted by the Ordinance or required by any applicable legal or regulatory requirements. Please note that personal data collected from a Participant who has opted to receive direct marketing materials will be retained for that purpose until he or she notifies us otherwise.

Direct Marketing of the Academy's Activities and Publications

Subject to the applicable requirements under the Ordinance, we may from time to time send direct marketing materials promoting Activities, publications, services, products or facilities to you using your personal data. Please refer to the relevant Personal Information Collection Statement for details. Opt-out channel or facilities will be provided to enable you to exercise your right to opt out from direct marketing.

We will not provide your personal data to third parties for direct marketing or other unrelated purposes without your consent.

Despite your provision of consent to use your personal data for direct marketing, you may at any time notify your intention to withdraw such consent.

Access to Personal Data and Correction Requests

You have a right under the Ordinance to request access to and/or correction of your personal data held by us. Please refer to the relevant Personal Information Collection Statement on how to make data access requests or data correction requests.

Questions?

Our goal is to respect your privacy. To help us improve our privacy policies, please give us your feedback. We welcome your comments and questions. Should you have any queries or comments about our privacy policy and practice, please e-mail the Chief Compliance Officer of at the Academy (GRC@oasahk.org).

We also expect all of our members, employees, Board members, Council Advisors, to know and follow these Codes. Failure to do so can result in disciplinary action, including termination of employment for employees and removal of membership status for members.

This document forms Part One of the Terms and Conditions for Membership.