



BENGAL CULINARY ASSOCIATION

Empowering Culinary Arts • Hospitality • Skill Development • Social Welfare

Registered under Section 8 of the Companies Act, 2013 | Ministry of Corporate Affairs, Government of India

CIN: U88900WB2024NPL270122 | PAN: AAMCB5395E | TAN: CALB26091C

BCA CODE OF CONDUCT

Professional Standards and Ethical Guidelines for Members, Office Bearers, Chapters and Representatives

Public Governance Document | Version 1.0 | Effective Date: To be approved | Board Resolution No.: To be inserted

Issued by	Bengal Culinary Association
Applicable to	All BCA members, office bearers, directors, committee members, chapter teams, volunteers, trainers, speakers and representatives
Document owner	Governance & Compliance / Membership Committee
Status	Board approval-ready public copy. Upload after approval details are confirmed.

Purpose

This Code of Conduct defines the expected standards of behaviour, professionalism, integrity, and accountability for everyone associated with Bengal Culinary Association. It protects the dignity of the culinary profession, strengthens trust in BCA, and supports a safe, inclusive and development-focused community.

This document should be read together with the MOA, AOA, bylaws, membership rules, chapter guidelines, event rules, and applicable laws. If there is any conflict, the MOA, AOA, statutory law, and duly approved Board decisions shall prevail.

*Recommended website title: **Code of Conduct - Public Copy***



REGISTERED OFFICE:

Jamalpur, Mukshimpara
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*Cooking is an Art...
We Nurture the Artists*



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1. Applicability

- This Code applies to all BCA members, directors, office bearers, state and regional chapter representatives, committee members, trainers, judges, speakers, volunteers and ambassadors.
- It applies during BCA meetings, events, workshops, competitions, online groups, social media interactions, partner engagements, official travel, and any situation where a person represents BCA.
- Members are expected to follow this Code even when engaging with the culinary community outside BCA platforms if their conduct may affect the reputation of BCA.

2. Core Values

Integrity	Be honest, fair and transparent in all BCA activities.
Respect	Treat chefs, home chefs, students, partners, guests and colleagues with dignity.
Learning	Encourage mentorship, skill development and knowledge sharing.
Excellence	Promote high standards in culinary arts, training, service and presentation.
Inclusiveness	Welcome professionals, home chefs, students and culinary enthusiasts without bias.
Accountability	Accept responsibility for conduct, commitments and use of BCA resources.

3. General Member Conduct

- Uphold the dignity, reputation and values of Bengal Culinary Association and the culinary profession.
- Maintain respectful communication and avoid harassment, intimidation, bullying, personal attacks, caste/religion/gender-based remarks, hate speech or abusive language.
- Do not misrepresent qualification, designation, membership status, award status, certification, chapter authority or BCA approval.
- Follow event, workshop, competition and chapter rules communicated by BCA.
- Protect confidential information and internal records shared in good faith.



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4. Professional Standards and Food Safety

- Promote safe, hygienic and responsible culinary practices in training, demonstrations, competitions, public events and digital content.
- Do not knowingly promote unsafe food handling, misleading food claims, false certification, copied recipes without credit, or unethical professional practices.
- Respect intellectual property, recipes, menus, training material, photographs, designs, logos, course content and proprietary information of others.
- Maintain professional discipline, punctuality, proper grooming and appropriate attire during official BCA programs.
- Where technical or regulatory advice is involved, members should recommend qualified expert review rather than giving unsupported claims.

5. Events, Workshops, Awards and Competitions

- Participants, judges, mentors, trainers and volunteers must maintain fairness, neutrality, punctuality and respect for event protocols.
- Judges and selection committee members must disclose any conflict of interest before evaluating a participant, nominee, partner or applicant.
- No member may demand, accept or offer personal benefit, commission, cash, gifts or favour in exchange for selection, award, certificate, vendor approval or membership advantage.
- Event photographs, participant data, sponsor data and media material must be used only as permitted by BCA policy and consent rules.
- Unsafe behaviour, intoxication, aggressive conduct, discriminatory behaviour, or disruption of official BCA activities may lead to immediate removal from the event.

6. Digital and Social Media Conduct

- Members must communicate respectfully on BCA WhatsApp groups, Facebook pages, Instagram, LinkedIn, emails, websites and other platforms.
- No defamatory, abusive, misleading, obscene, hateful, political, religiously provocative or spam-like content shall be posted in BCA spaces.
- The BCA logo, official seal, brand name, certificates, event creatives and letterhead must not be used without written authorization.
- Members must not create unofficial BCA groups, pages, chapters, certificates, payment links or announcements that may confuse the public.
- Official announcements should be published only through authorized BCA channels.



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7. Membership, Identity and Representation

- BCA membership, ID cards, certificates and recognition documents are personal to the approved member and must not be transferred, sold, duplicated or altered.
- A member may use BCA membership status truthfully, but must not claim appointment, voting power, chapter authority, certification authority or official representation unless formally issued by BCA.
- Members must not collect money, sponsorship, registration fees, donations or vendor payments in the name of BCA without written authorization and official payment instructions.
- No member shall promise jobs, awards, certificates, government benefits, tenders, vendor approval or membership outcomes on behalf of BCA without written authority.
- Any lost, misused or suspected forged BCA ID, certificate or communication must be reported to BCA immediately.

8. Conflict of Interest and Anti-Corruption

- Members and office bearers must disclose personal, financial, family, employment or vendor relationships that may influence BCA decisions.
- No person shall use BCA position, event platform, data, logo, members database or partner access for personal commercial gain without written authorization.
- Gifts, hospitality, commission, referral benefits or incentives that may influence BCA decisions must not be accepted.
- Procurement, sponsorship, partnership, awards, nominations and chapter appointments must be handled transparently and in line with BCA-approved procedures.
- Any suspected fraud, misuse of funds, forged document, false claim or unauthorized collection must be reported promptly.

9. Office Bearer and Chapter Conduct

- Office bearers and chapter representatives must act only within their approved role, authority and territory.
- Chapter teams must maintain records of meetings, member activities, funds received, approvals, event attendance and official communications.
- No independent bank account, receipt book, certificate format, appointment letter, membership fee or sponsor package may be created in BCA name without Board/authorized approval.
- Official data such as member lists, partner contacts, sponsor proposals, bank details and internal records must be protected and used only for BCA work.
- All chapter-level disputes, disciplinary issues or serious public complaints must be escalated to BCA central governance.



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10. Reporting, Review and Disciplinary Action

Any member, participant, partner, volunteer or stakeholder may report a concern relating to conduct, ethics, misuse of BCA name, harassment, conflict of interest, unsafe behaviour or financial irregularity.

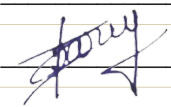
- Complaints should be submitted with name, contact details, date, location, description of incident, supporting documents/screenshots, and names of witnesses where available.
- BCA may conduct a preliminary review, seek clarification, appoint a committee, call for written response, and review available evidence before taking action.
- Where required, BCA may take urgent interim action to protect members, event participants, funds, reputation or records.
- False, malicious or knowingly misleading complaints may themselves be treated as misconduct.

11. Possible Actions

- Advisory note, counselling or written warning.
- Removal from group/event/committee/chapter responsibility.
- Suspension or cancellation of membership, appointment, certificate, recognition or event participation.
- Restriction on use of BCA logo, name, platform, database or official communication channels.
- Recovery of unauthorized amounts, reporting to legal/statutory authorities, or initiation of legal action where necessary.

12. Acknowledgement

By joining, renewing, representing, volunteering, participating in, or accepting any role within BCA, the person agrees to follow this Code of Conduct and all other applicable BCA governance documents.

Approved by	Board of Directors / Authorized Committee, Bengal Culinary Association
Approval date	24 April 2024
Authorized signatory	
Next review	Annually or as required by the Board

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