



Code of Conduct Policy Governance Policies & Procedures
Date Policy Written: October 2013
Review Date Scheduled: December 2023
Approved by the Board of Directors: February 2019
This policy applies to: <input type="checkbox"/> Staff <input type="checkbox"/> Volunteers <input type="checkbox"/> Board Members

The Code of Conduct applies to all employees and volunteers (including Board members) of Ovarian Cancer Canada. The principles outlined in this document are intended to establish a global standard of conduct to which all Ovarian Cancer Canada employees and volunteers are expected to abide.

Mission

Ovarian Cancer Canada champions the health and wellbeing of women with ovarian cancer and others at risk of this disease while advancing research to save lives.

Vision

Women with ovarian cancer and all women at risk of the disease live fuller, better, longer lives.

Values

The Code of Conduct is based on Ovarian Cancer Canada's Values:

Integrity	Performs job wholeheartedly, to the best ability and knowledge, fully engaged and according to the best interest of the organization
Authenticity	Brings forth the true self (stays true to who they are); thinks, acts and talks from that position
Respect	Shows consideration for all; treats all courteously; allows others to express their opinions and ideas, values each for their own
Trust	Has confidence in others and instills confidence in others by being reliable, dependable and accountable
Empathy	Embodies understanding and compassion for others and oneself
Professionalism	Has the expertness characteristic of a professional person proficient in acting on or carrying on in the standards and expectations set by the organization

Standards of Conduct

1. Be loyal to Ovarian Cancer Canada (OCC), its mission, values and objectives.
2. Employees and volunteers will not engage in any behavior on or off the premises which impacts negatively upon OCC's public image and trust, or violates the confidence placed in OCC's employees and volunteers to protect and respect each other and maintain effective relationships.
3. Be respectful and considerate towards the public and each other.
4. Be protective of the property of OCC and others.
5. Practice safe work habits.
6. Foster the development and well-being of all employees.
7. Any form of discrimination or harassment, including sexual harassment is not tolerated.
8. Take preventive action against harassment.
9. Do not abuse positions of authority by threatening or penalizing fellow employees or stakeholders in any way.
10. Do not violate trust between team leader and employee or between employees, volunteers or Board members by overtly or covertly taping conversations, and/or by breaching confidentiality.
11. Do not use drugs including marijuana (for non-medical reasons) on OCC premises or while performing work for OCC.
12. Do not be under the influence of alcohol during working hours or while on OCC assignments.
13. Do not use alcohol on OCC premises except for a function approved by the CEO and under permit as required.
14. Maintain the confidentiality of OCC's proprietary information, donor and volunteer information and staff's records by accessing, reading, discussing and copying them only for the purpose of performing role related activities and only in a work related environment in accordance with the OCC Confidentiality Agreement.
15. Avoid entering into any situation wherein any actual, potential or perceived conflict between personal or professional interests exists, and report it immediately if it occurs.
16. Ensure your work related decisions reflect the best interests of OCC.
17. Be punctual, and report absences consistent with policy.
18. Maintain a rigorous record of all your leaves.
19. Comply with all privacy obligations under applicable privacy laws and internal policies.

Contravention

- I Violations of this policy in the areas listed below may result in disciplinary action up to and including termination for cause:
- Undisclosed conflict of interest
 - Refusal to obey a supervisory directive which is considered reasonable
 - Breach of confidentiality
 - Misrepresentation of the employer's position
 - Harassment
 - Substance abuse