



## CODE OF CONDUCT POLICY

Date Policy Written: **October 2013**

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Author: **Director of Operations & Human Resources**

Approved by the Board of Directors: **February 2019**

This policy applies to: **Staff, Volunteers, 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

To boldly and unapologetically take action against ovarian cancer until the number of deaths from this disease is zero.

### Vision

To boldly and unapologetically take action against ovarian cancer until the number of deaths from this disease is zero.

### Our Manifesto

At Ovarian Cancer Canada, we reject the notion that ovarian cancer can't be eradicated. We are here to demand action, deliver change, and transform lives. We stand hand-in-hand with the people experiencing, affected by, or at risk of the disease.

### Values

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

<b>IMPACT</b>	We measure our success not by how much we do, but how much we achieve for women. We commit to delivering transformational change because lives are at stake. We know this requires focus, discipline, and hard work, and we're here to deliver.
<b>SYNERGY</b>	We define the gold standard of patient engagement. We insist on integrating the voices of those affected by ovarian cancer in every area of our work. We address needs and develop solutions that are relevant, impactful, and responsive for our community.

<b>COLLABORATION</b>	We believe in the strength of our unified community. We know that working together is necessary for speed, efficiency, and impact. Pooling our resources and sharing our expertise is essential for achieving our shared mission.
<b>MOMENTUM</b>	With unyielding ambition, we deliver the necessary actions and ideas to disrupt the field. We reject complacency and tackle the challenges that no one else will. We take leaps in place of strides, feel inspired by new ways of thinking and doing, and embrace any failure as an opportunity to learn.
<b>INTEGRITY</b>	We commit to complete truthfulness, full transparency, and unwavering accountability.

### **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