

## CODE OF CONDUCT – STAFF AND VOLUNTEERS

CATEGORY, SCOPE, AND AUTHORITIES		KEY DATES	
<b>Policy category:</b>	Governance	<b>Approval:</b>	October 2013
<b>Functional area:</b>	Human Resources	<b>Effective:</b>	October 2013
<b>Applies to:</b>	Employees, volunteers, interns, and consultants.	<b>Revision frequency:</b>	3 years
<b>Approval Authority:</b>	Leadership Team	<b>Last review:</b>	Oct 2023
<b>Executive Champion:</b>	CEO	<b>Next review:</b>	2026

### I. RATIONALE

In pursuit of the mission, vision, and strategic directions of Ovarian Cancer Canada (OCC), our staff and volunteers are guided by our organizational values of Impact, Synergy, Collaboration, Momentum, and Integrity. These values shape our behaviors, actions, and decisions as we strive to fulfill our purpose.

OCC is unwavering in its dedication to upholding the highest standards of conduct. We recognize that this commitment is vital in fulfilling our responsibilities to those affected by ovarian cancer, our donors, our partners, as well as to each other as staff, volunteers, and Board members.

### II. OBJECTIVE

The objective of the Code of Conduct is to safeguard and enhance OCC's reputation, integrity, and credibility with its constituents and public. This is achieved by ensuring that:

- All activities undertaken by OCC are aligned with the organization's mission, vision, and values and,
- All staff and volunteers consistently demonstrate integrity, commitment, and respect in all interactions (personal and professional), that may impact the organization's reputation, image, or integrity.

This Code, in conjunction with organizational policies and the terms and conditions of employment or engagement with OCC, defines acceptable behaviours, promotes the highest standards of practice, and establishes a framework for OCC employees and volunteers to fulfill their responsibilities and regulate their conduct. The Code of Conduct articulates the expectations and commitments we have for all individuals associated with our organization.

### POLICY DETAILS

The Code applies to all individuals who work for OCC, including but not limited to employees, contract staff, volunteers, and interns ("OCC People"). It covers both their conduct representing the

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organization in a business capacity and any personal behavior that could potentially jeopardize the reputation, image, or integrity of OCC.

All OCC People are expected to fulfill their duties and conduct themselves in accordance with the following expectations:

- 1. Uphold the integrity and reputation of OCC by ensuring that the professional and personal conduct is – and is seen to be - of the highest standard.**
  - 1.1. I will familiarize myself with the organizational mission, vision, values, strategic directions, this Code of Conduct, and all relevant organizational policies.
  - 1.2. I will comply with applicable governing laws, legislation, professional standards, and organizational policies that pertain to my role and responsibilities at OCC.
  - 1.3. I will consistently demonstrate honesty, integrity, and respect in all my actions.
  - 1.4. I will exercise patience, respect, and courtesy when interacting with individuals in an official capacity.
  - 1.5. I will diligently perform all my duties, striving for excellence and meeting both professional and organizational standards.
  - 1.6. I will maintain a professional appearance, workspace and work environment whenever I represent OCC.
  - 1.7. I will adhere to the duties and obligations outlined in any contractual agreements between OCC and other organizations, agencies, or vendors.
  - 1.8. I will take responsibility for my individual actions, behaviors, and decisions. I will follow proper reporting procedures to effectively resolve problems ensuring that I do not exceed the authority granted to my position.
  - 1.9. I will uphold high standards of integrity and stewardship when engaging in or overseeing any fundraising practices and activities, as outlined in the Fundraising Policy.
  
- 2. Perform work duties and conduct private life in a manner that avoids all possible conflict of interest with the work of OCC.**
  - 2.1. I will declare any potential, real or perceived conflict of interest with OCC's operations and I will comply with the provisions of the Conflict-of-Interest Policy regarding the management of such situations.
  - 2.2. I will not exploit my position or association with OCC for personal or family gain or advantage.
  - 2.3. I will not offer, promise, give or accept any bribes or gifts, in compliance with the provisions of the Financial Management Policies.
  
- 3. Contribute to building a harmonious workplace based on team spirit, mutual respect and understanding.**
  - 3.1. I am committed to treating all colleagues with respect, regardless of their status or position. I will ensure that every colleague has the opportunity to express their opinions and contribute their knowledge and expertise to our team's endeavors.
  - 3.2. I will maintain open and transparent communication with my colleagues, sharing relevant information (while respecting confidentiality) and striving to respond promptly to any inquiries.

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- 3.3. I will respect my colleagues' privacy and avoid misinformation. I will proactively address any differences or issues that arise, seeking resolution and promoting constructive dialogue based on mutual respect.
  - 3.4. As a manager or supervisor, I will value the perspectives of all team members. I will create an environment that encourages open discussions, where issues and concerns can be raised without fear of intimidation or retaliation.
- 4. Protect the health and safety of all OCC People.**
- 4.1. I will strictly adhere to all organizational regulations concerning health and safety.
  - 4.2. I will conduct myself in a manner that minimizes any avoidable risks to the safety and health of myself and others.
  - 4.3. If I choose to drink alcohol at a business-related function, I will do so responsibly, in moderation and I will maintain a professional demeanor throughout the event.
  - 4.4. I will not conduct or participate in any business related activities while intoxicated with substances that impair judgement or performance.
- 5. Safeguard the assets of the organization and make proper use of information and resources within the scope of my employment or association with OCC.**
- 5.1. I will exercise caution and prudence in all business matters, using my judgment when handling sensitive or confidential information.
  - 5.2. I will manage and utilize OCC's human, financial, and material resources efficiently and effectively, recognizing that these resources have been entrusted to OCC by generous donors, sponsors, and granting organizations to support our mission.
  - 5.3. I will prioritize the privacy of constituents within the organization and treat their information with strict confidentiality, following the guidelines outlined in the Privacy Policy and applicable laws and regulations governing the collection, use, and processing of personal information.
  - 5.4. While gathering competitive information, I will respect the rights of other organizations. I will not seek or accept their confidential or proprietary information, which includes undisclosed information that provides them with a competitive advantage and is not publicly available.
  - 5.5. I will consistently adhere to the established IT operating and security procedures outlined in the Information Technology Policy to protect OCC's business operations and ensure their smooth functioning.
- 6. Abstain from engaging in criminal or unethical actions, as well as any activities that violate human rights or harm the reputation of OCC**
- 6.1. I am committed to actively preventing all types of criminal or unethical behavior.
  - 6.2. I will refrain from representing or speaking on behalf of OCC unless I have been granted authorization to do so. Only designated spokespersons are authorized to issue statements or provide comments regarding OCC's stance on any particular matter.
- 7. Show respect and dignity towards all individuals and actively oppose any instances of harassment, discrimination, intimidation, exploitation, or abuse.**

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- 7.1. In my interactions with others, I will treat every person I encounter with dignity and respect, honouring diversity in the workplace, including but not limited to, gender, race, color, creed, place of origin, political belief, religion, marital status, age, disability, and sexual orientation. Furthermore, I will be mindful of and considerate towards the culture, customs, habits, and beliefs of the people we serve.
- 7.2. I will not be involved in any acts that violate human rights. I will not engage in any form of workplace harassment, discrimination, physical or verbal abuse, intimidation, or favoritism.

### **8. Report any actual or suspected concerns or incidents relating to this Code of Conduct**

- 8.1. I am committed to promptly reporting any situation that seems to violate this Code of Conduct or any other organizational policies. This includes instances that I witness, suspect, or become aware of. I will report these matters to the appropriate management, utilizing the designated reporting mechanisms and following the established processes within the specified timeframes.
- 8.2. I will participate fully and, in good faith, in any resolution process/ formal complaint/ investigation process, where identified as having potentially relevant information.
- 8.3. I will not withhold any pertinent information that may be relevant to an investigation.

### **9. Acknowledgement**

All OCC People – upon their hire and annually thereafter - are required to review the Code of Conduct and acknowledge in writing that they have read and understand its contents and agree to adhere to its guidelines, as a condition of employment with OCC.

### **11. Non-compliance with this policy**

Any employee or volunteer, who disregards or violates any aspect of OCC's Code of Conduct, who retaliates against a colleague for adhering to these standards, who intentionally withholds or misrepresents information during an investigation into their own conduct or the conduct of others, or who obstructs an investigation, may face disciplinary measures, up to and including termination.

Examples of violations include, but are not limited to:

- Undisclosed conflict of interest
- Insubordination Breach of confidentiality
- Misrepresentation of the employer's position
- Harassment
- Substance abuse

Misconduct will not be excused if it was directed or requested by another staff member, manager, or board member. You are expected to promptly report any instances of illegal, dishonest, or unethical behavior to management.

Any disciplinary action taken under the Code of Conduct or related policies does not exempt individuals from potential additional administrative, civil, or criminal consequences or penalties.

### III. RELATED DOCUMENTS

The following internal and external documents support the application of this policy:

- a. Related organizational policies
  - Conflict of interest
  - Delegation of financial and signing authority
  - Fundraising policy
  - Privacy
  - Disclosure protection (Whistleblower)
  - Information Technology
  - Occupational Health and Safety
  - Workplace anti-violence, harassment and sexual harassment
  - HR manual

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### DEFINITIONS

**Executive Champion:** A member of the LT with overall responsibility for an assigned policy including: drafting, carrying out appropriate consultations / assessment, evaluating implications of the policy including risks and costs and seeking legal advice where necessary, developing and carrying out the communication, change management and implementation plan, writing any related procedures, standards or guidelines, monitoring compliance through regular reviews of the policy and reporting to the approval authority on compliance with the policy. The Executive Champion may designate a delegate, who must be named.

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### POLICY HISTORY

Date	Type of review	Comments
Oct 2013	Policy development	
Dec 2018	Policy review	Policy author is Director of Operations and Human Resources
Feb 2019	Policy approval	Policy approved by the Board of Directors
June 2023	Policy review	Separate policies for Staff and volunteers and the board of directors have been requested. The present policy is for staff, volunteers, interns and consultants. It does not include the board of directors for which there is a separate policy