



Canadian Cancer Society    Société canadienne du cancer

**CANADIAN CANCER SOCIETY  
ONTARIO DIVISION  
CODE OF CONDUCT**

## ETHICAL FRAMEWORK

The Canadian Cancer Society in Ontario (“Society”) has a duty to uphold its reputation for integrity and honesty as an entity in which donors, clients, business partners and the community have placed their trust and confidence. This reputation, its most valuable asset, is created by the highly valued contributions of staff and volunteers.

The Society has a responsibility to ensure that employees of the organization adhere to the highest ethical standards and professional conduct in all activities. In addition to complying with laws and regulations and with contractual and other obligations, the Society has developed this Ethical Framework which applies to all employees to help them to make appropriate choices and decisions and to ensure that their actions reflect the following values and guiding principles.

### Values

Caring                                      Courage                                      Integrity                                      Progressive

Guiding Principles represent the principles that guide the organizational actions of the Society.

Accountable                                      Transparency                                      Informed                                      Excellence  
Responsiveness                                      Teamwork                                      Respect                                      Responsible

This Ethical Framework is overarching all codes, policies and rules, applies to duties and obligations, and outlines appropriate conduct to use in specific situations. In applying these codes, policies and rules the values and guiding principles upon which they are founded must be taken into account.

The following Code of Conduct (“Code”) applies to all employees of the Society. In addition to this Code certain employees are subject to other obligations, rules and guidelines within the scope of their professional activities.

## CODE OF CONDUCT

### **1.0 GENERAL CONDUCT**

#### **1.1 Upholding the Law**

Employees are required to uphold the law and any other requirements established or endorsed by the Society (including Society policies, procedures and standards, and this Code).

You must not knowingly assist in activity that is criminal. You must immediately notify your manager if you are charged with or found guilty of a criminal offence.

#### **1.2 Honesty and Integrity**

We must act with honesty and integrity at all times. Neither the Society nor any of its employees may benefit from any illegal transaction. You must report any concerns relating to the honesty and integrity of the Society, its employees, volunteers, suppliers or clients as set out in section 11.0 below.

#### **1.3 Fraud**

The Society will not tolerate any fraud or other actions that would endanger the charitable status of the Canadian Cancer Society and expects every employee, volunteer, student, contractor and consultant working at the Society to share its commitment and belief in the law, honesty and ethical behaviour.

You must report any concerns relating to fraud as set out in section 11.0 below.

#### **1.4 Scope of Activity**

Each of us must act in the scope of his/her employment duties and delegated authorities.

#### **1.5 Harassment**

The Society is committed to providing an environment which is free of harassment, where every individual is treated in a

manner that fosters feelings of dignity and self worth.

## **1.6 Safety and Security**

You are required to ensure your safety and that of others in the workplace by familiarizing yourself with and adhering to the law, regulations, local policies, guidelines and procedures relating to health and safety in the workplace.

Violence, physical or otherwise, is strictly prohibited at the Society.

## **1.7 Use of Substances**

You may not possess or use illegal drugs at the Society.

Alcohol is strictly prohibited on Society premises except at designated functions as approved by your manager. Managers are responsible for ensuring that reasonable procedures and safeguards are in place so that any use of alcohol is safe and responsible.

If alcohol is made available at a Society-sponsored activity, management must take all steps reasonably necessary to ensure the safety of employees and the public at large. If you are going to have alcohol at a Society function you are expected to do so responsibly and to use a taxi or other means of private transportation that will ensure your safety and that of others.

## **1.8 Maintaining Records**

You must ensure that all client, volunteer, employee, general and corporate records comply with the Society policy on the creation, retention and destruction of records. You must never make any false or misleading entries, forge or tamper with anyone's signature, or by-pass procedures designed to ensure the integrity of Society records.

## **2.0 CONFLICTS OF INTEREST**

The Society will conduct its business in such a manner that the personal interests of employees do not interfere with good judgement or decision-making. Employees shall not knowingly take advantage of or benefit from information that is obtained in

the course of their official duties and responsibilities; shall avoid situations in which their personal interests conflict, or may conflict, with their duties to the Society; and shall disclose any conflict of interest.

Sections 2.1-2.3 describe some situations of actual or apparent conflict of interest. The list is not exhaustive.

## **2.1 Personal Gain**

Employees must not use their employment status to obtain personal gain from those doing or seeking to do business with the Society.

If personal or financial gain is improperly gained, directly or indirectly, the employee must account to the Society for any benefit received.

## **2.2 Political Contributions and Activity**

The Society supports employees' right to contribute to political causes, but you must be sensitive to and avoid any situation where a contribution might appear to be made on behalf of the Society or for the purpose of obtaining a benefit for the Society.

## **2.3 Outside Activities**

The Society expects full-time employees to devote their entire business day to their work. As well, you are to avoid any outside activity, employment, position, or association that might interfere or appear to interfere with the independent exercise of your best judgement regarding the best interests of the Society and its clients.

Prior to:

- Accepting additional employment outside of the Society;
- Carrying on business activities outside of the Society; or,
- Holding a directorship or leadership position with another organization

discuss your obligations under this Code with your manager and complete an Outside Activities Approval Request Form. The Society may require you to limit or resign outside positions or interests.

Each year you will be required to attest to your outside activities as part of this Code's annual attestation process.

### **3.0 INFORMATION MANAGEMENT**

#### **3.1 Confidentiality**

Confidential or proprietary information obtained through an employees' position with the Society will remain confidential and will only be disclosed to those who are entitled or required by law to know that information. At all times, the privacy and dignity of clients, donors, volunteers and staff will be respected. It is expected that this confidentiality will be maintained once staff have left the employ of the Society.

#### **3.2 Acceptable Use of Information Systems**

Society Information Systems (including email, internet, voice mail, wireless handheld devices) are to be used for legitimate business purposes. Employees should not expect privacy while accessing or using the Society's systems. All data (including voicemail) are backed-up and may be monitored by authorized personnel. Employees may use their discretion in using information systems for limited personal use but need to recognize the Society's right to access these systems.

### **4.0 PROTECTING SOCIETY ASSETS**

#### **4.1 Society Assets**

Society assets, including information, must be used only for Society purposes.

Each of us must protect Society property acquired in the course of our employment. Following termination of your employment you may not use or disseminate and must return all Society property.

#### **4.2 Intellectual Property**

Any intellectual property developed by an employee in the course of his or her employment with the Society is the property of the Society.

### **4.3 Business Expenses**

The Society has a fiscal responsibility to its donors to ensure that all expenditures are made prudently and solely for the purposes of advancing the Society's programs and activities.

Reasonable out-of-pocket expenses incurred by staff in the performance of the Society's activities will be reimbursed at pre-determined rates. Receipts must accompany all claims for reimbursement.

### **4.4 Representation of the Society**

Employees are only authorized to act as representatives of the Society as specifically indicated in their position descriptions and while representing the Society must conduct themselves in an appropriate manner in accordance with the values, policies, standards and procedures of the Society. Employees will ensure through appropriate consultation and/or approval that they do not engage in any action or statement that might adversely affect or obligate the Society.

### **4.5 Use of Logo**

Any use of the Canadian Cancer Society logo, images, branding and proprietary marks must conform to predetermined national guidelines and standards to enhance the image of the organization and prevent misrepresentations or damage to the good name and image of the Canadian Cancer Society. Any unauthorized or improper use of the logo or proprietary marks should be reported to the Chief Executive Officer.

### **4.6 Treatment and Selection of Suppliers**

Suppliers should be treated fairly and chosen based strictly on value, quality, service and price. The Society strives to deal with suppliers that have high standards of business conduct that are in keeping with Society standards.

## **5.0 ETHICAL FUNDRAISING**

The Society adheres to the standards set out by the Association of Fundraising Professionals (AFP) and Imagine Canada's Ethical Fundraising and Financial Accountability Code.

## **6.0 INTERNAL & REGULATORY INVESTIGATIONS**

You must cooperate with any Society department that audits, tests or investigates issues within the Division.

If you receive any kind of demand or request for information from an outside party (including regulators, enforcement agencies, and parties to litigation), you must first determine, by reading the demand or request, whether you are legally prohibited from disclosing that fact to anyone. If you are not prohibited, then you must contact the appropriate department before doing anything in response to the request.

For subpoenas, summonses, or similar legal demands for information, regulatory requests or notices of investigation, contact the Vice President, Operations & Chief Financial Officer immediately. In such a case, you must contact the appropriate department before you inform the requesting party whether or not the information exists at all, discuss any information with the requesting party, provide the information requested, or tell any affected employee, client or supplier about the request.

## **7.0 ANNUAL CERTIFICATION**

Employees will be required to certify annually to your familiarity with and adherence to the principles of this Code.

## **8.0 EXCEPTIONS TO THIS CODE**

Some situations may warrant making exceptions to these requirements. All requests for exceptions should be discussed first with your manager. If your manager agrees to pursue the request,

then approval must be obtained from your Vice President.

Exceptions for certain executive officers may be granted only by the Board of Directors.

## **9.0 CONTRAVENTION OF THIS CODE**

Contravention of any provision of this Code may result in disciplinary action up to and including termination of employment without notice, as well as to possible civil, criminal or regulatory action. Such conduct may also impact upon your performance assessment and compensation.

You have an obligation to report all actual and apparent contraventions of this Code to your manager, or to the appropriate contact listed in section 11.0 below.

Any report of concern about conduct that may contravene this Code will be treated confidentially to the extent possible and consistent with the Society's responsibility to address the issue raised.

You may not retaliate or take adverse employment action against another employee who in good faith reports an actual or apparent contravention of this Code, or provides information or assistance for an investigation.

## **10.0 POLICY OWNERSHIP**

Ontario's CEO is Executive Owner of this Code. This Code was approved by Ontario's Board of Directors on April 23, 2010.

## **11.0 CODE CONTACTS**

If you have questions, require clarification or need to report any concerns regarding conduct that may contravene this Code, contact one of the following: your supervisor, Human Resources, the CEO, Chair of the Board, Chair of the Audit Committee or contact the Society's ethics hotline at [www.clearviewconnects.com](http://www.clearviewconnects.com) or 1-866-832-6453.