



**MYELOMA  
CANADA**  
MAKING MYELOMA MATTER

<b>Title :</b>	Code of Conduct		
<b>Created by :</b>	Connor Mellegers	<b>Date :</b>	2022.10.26
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# Code of Conduct

## Our Promise

To improve the lives and empower all Canadians affected by Myeloma, accelerate access to the best care, while pursuing its cure and prevention.

## Our Values

### Ethical

As an ethical organization, we are morally and financially responsible, understand right from wrong and conduct ourselves with the utmost integrity. We are proud of our principles and standards and always treat others with dignity and respect.

### Collaborative

As a collaborative organization, we work together in a cooperative fashion, avoid redundancy, build on the work of others, and encourage dialogue. We are proud of working as a team and understand that mutual give and take leads to the best solutions.

### Inclusive

As an inclusive organization we are tolerant, we embrace diversity and actively work to be respectful and inclusive of all individuals, organizations, and environments. We are active regionally and sub-sectorally, and we are bilingual. We are proud of our unbiased approach and understand that inclusiveness empowers our organization.

### Accountable

As an accountable organization, we deliver on the promises we make and take responsibility for our actions. We are proud of fulfilling our obligations in an honour-bound fashion, be it with one another or with other organizations to whom we are obligated.

## Our Principles of Conduct

As volunteers and employees of Myeloma Canada, we undertake to:

- comply with applicable laws, regulations and organization policies and procedures; carry out our duties and conduct our relationships with integrity, honesty and fairness;
- avoid, or disclose and resolve, all conflicts of interest;
- foster a work environment based on trust and respect for all fellow volunteers and employees;
- foster a work environment that is collaborative and inclusive;
- and sustain a culture in which ethical conduct is recognized, valued, and actively demonstrated by all volunteers and employees.

Myeloma Canada's *Code of Conduct* provides rules and guidelines for ethical behaviour based on our organization's promise and values. Myeloma Canada works to foster an environment where all employees, volunteers, associates, and community members are heard and respected.

***Personal Integrity:*** As Myeloma Canada volunteers and employees, helping the organization meet its commitments is an essential part of our job. It is also a matter of personal integrity. Among other things, personal integrity means performing our roles fully and competently in order to meet the organization's needs. It also means *being accountable for our behaviour* and supporting the shared goal of all volunteers and employees to uphold the values, principals, and standards upon which our organization's reputation rests.

Ultimately, *we are all responsible for our individual actions*. Assuming personal accountability for our actions means we can't blame someone else for our behaviour. No one – including our manager – can force us to commit an illegal or unethical act that may damage Myeloma Canada's, or our own, reputation.

Myeloma Canada volunteers and employees have a solid reputation for honest and ethical behaviour. We must preserve this reputation and integrity as much as possible. For this reason, any breach of this *Code of Conduct* or evidence of illegal behaviour will be taken very seriously. Depending on the severity of the case, volunteers and employees found to breach the *Code* or commit an illegal act will face immediate discipline, up to and including dismissal.

Personal responsibility also means we have a duty to report illegal acts or clear violations of our organization's rules to management. Turning a blind eye to wrong-doing – in effect condoning such behaviour – is itself unethical.

**Conflict of Interest:** A conflict of interest arises when we allow personal interests or relationships to impair our judgment and ability to make decisions with integrity and honesty. Even if we do nothing wrong, our actions may sometimes appear to put us in a conflict of interest. For this reason, any potential conflicts must be disclosed by staff to our immediate supervisor and the ED. Members of the Board should disclose any potential conflicts of interest to the Board of Directors.

Every Myeloma Canada volunteer and employee holds a position of trust. With trust comes responsibility:

It is up to each of us to avoid situations that may lead to an actual or potential conflict of interest. If you have any doubts about a potential conflict, raise the matter with your manager to obtain the guidance you need.

- We must not use our position at Myeloma Canada to influence or bypass our organization's procedures for personal gain, or for the benefit of our family, friends, colleagues, or anyone else.

*For more information, please refer to Myeloma Canada's Human Resources Policies Handbook and the Myeloma Canada Conflict of Interest Policy.*

**Confidential or Privileged Information:** Many of us have access to confidential information which is not available to the general public, or which has not yet been made public. Examples of this include:

- employee information such as compensation-related information or impending job changes;
- financial information, reports and results;
- business plans;
- and research and/or development of new information, tools, or technology.

Information such as that listed above may not be disclosed to anyone outside the organization and this information should even be withheld from fellow volunteers or employees, unless they have a legitimate need to know.

**Discrimination and Harassment:** Myeloma Canada is committed to fostering a working environment built on trust and respect for one another. Myeloma Canada:

- recognizes the intrinsic dignity and worth of all volunteers and employees;

- strives to ensure that all volunteers and employees can work without fear of intimidation, discrimination, or harassment;
- and encourages open and honest communication.

Myeloma Canada prohibits all types of unlawful discrimination including harassment. This specifically includes discrimination based on:

- race
- sex
- pregnancy or childbirth
- national or ethnic origin
- colour
- marital status
- religion
- family status
- physical or mental disability
- sexual orientation
- age
- political views
- language

Sexual Harassment is any conduct, comment, gesture, gaze, or contact of a sexual nature:

- that is likely to offend or humiliate a volunteer or employee;
- that might cause a volunteer or employee to reasonably believe that a sexual favour is expected in return for employment or an opportunity for training or promotion;
- and that can cause a volunteer or employee to feel either physically or emotionally uncomfortable and threatened.

Sexual harassment may take several forms, including unwarranted physical contact, repeated unwelcome overtures or requests of a sexual nature, intimidation (whether explicit or subtle), repeated gazing or staring at a person's body, and jokes with sexual undertones.

Discrimination and harassment are serious offences and may result in disciplinary action up to and including dismissal and/or prosecution.

*For more information, please refer to Myeloma Canada's Human Resources Policies Handbook, the Volunteer Policies Handbook, and the Anti-Harassment Policy.*

**Computer and Network Security:** The computers and computer networks of Myeloma Canada are an essential tool in our workplace. Every effort must be made to protect Myeloma Canada's computer systems and associated software for various threats, such as accidental or deliberate destruction of data, disclosure of sensitive information and theft and corruption.

*For more information, please refer to Myeloma Canada's Human Resources Policies Handbook.*

## Responsibilities and Sign-Off

**Director's Responsibilities:** Myeloma Canada's managers have a duty to uphold the organization's reputation for integrity, honesty, and ethical conduct. This means:

- setting an example by complying with the *Code* at all times;
- ensuring volunteers and employees have a copy of the *Code* and that they understand and comply with its provisions;
- creating and maintaining a work environment that encourages ethical behaviour;
- fostering an environment of open communication in which problems may be raised and discussed without fear of reprisal;
- immediately reporting, to the appropriate person or department, any apparent violation of the *Code* or breach of policy;
- and taking prompt and decisive disciplinary action when it has been proved that the *Code* has been violated.

**Volunteer's and Employee's Responsibilities:** As volunteers and employees of Myeloma Canada, we are required to comply with the *Code of Conduct* and follow all policies and procedures. Breaching the *Code* and violating the organization's policy may result in disciplinary action, as well as civil or criminal prosecution. In addition, we must:

- perform our roles and conduct our business affairs ethically, legally and with the utmost integrity;
- and seek advice or help when faced with a difficult ethical situation.

**Annual Review:** Employees and volunteers are expected to review this Code once a year. Any employee or volunteer who has an actual or potential conflict of interest must complete the *Disclosure of a Conflict of Interest or Potential Conflict of Interest* form (attached).

## Disclosure of Conflict of Interest or Potential Conflict of Interest

Name: \_\_\_\_\_

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I am directly or indirectly involved in another business or employment, which may give rise to or is at present in conflict with, or potential conflict with, the best interest of Myeloma Canada.

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I have direct or indirect investment, business involvements or relationships, which may give rise to or is at present in conflict with or potential conflict with the best interests of Myeloma Canada.

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I currently have obligations and relationships with the following charitable or nonprofit organizations.

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Other possible conflicts.

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_