

CODE OF CONDUCT

Northern Cancer Foundation

Date:
25/03/2022

All NCF staff and Board Members are required to abide by this Code of Conduct. It is also intended to provide guidance to volunteers.

1. Treat other people with respect.

In general, people acting on behalf of NCF should aim to be honest and ethical in their dealings with each other, with community members, donors, partners, suppliers and the public.

NCF will not practice or tolerate discrimination (see Non-Discrimination Policy). NCF aims to treat all people with respect, and to foster a productive environment free of harassment, intimidation and discrimination.

People acting on behalf of NCF may not bring weaponry to Foundation premises, behave violently, or threaten violence.

2. Respect confidentiality.

People acting on behalf of NCF must respect and maintain the confidentiality of sensitive information they have gained due to their association with NCF. This may include personal information about community members or members of the general public, and/or information about the internal working of NCF, HSN or their partners or suppliers.

3. Protect Foundation property.

People acting on behalf of NCF should seek to take good care of Foundation property, and not expose it to loss, damage, misuse or theft. NCF property should be used solely for legitimate NCF purposes and not for personal benefit. Generally, people should use common sense and moderation when using NCF resources.

4. Maintain accurate, honest and complete books and records.

NCF's books, records, accounts and financial statements must be maintained in appropriate detail, and must conform both to applicable law and to NCF's internal systems of controls.

5. Represent the best interests of NCF.

People acting on behalf of NCF should aim to advance NCF's legitimate interests, and should never do anything that could bring NCF into disrepute.