



**Save Your Skin Foundation Code of Ethics
Updated June 2019**

Introduction

The Code of Ethics of Save Your Skin Foundation establishes the ethical standards for all staff and all individuals with a fiduciary obligation to the Society, including but not limited to, members of the Board of Directors and staff members (collectively referred to as “associates”). The purposes of the Code are to provide evidence of the Foundation’s commitment to the lawful and ethical conduct of its business, to promote lawful and ethical behavior by its associates, and to protect those who report violations of the Code.

Our Values

Save Your Skin Foundation (SYSF) is a patient-led not-for-profit organization dedicated to the fight against non-melanoma skin cancers, melanoma, and ocular melanoma through education, advocacy, and awareness initiatives across Canada. SYSF is dedicated to providing a community of oncology patient and caregiver support throughout the entire continuum of care, from prevention and diagnosis to survivorship.

Our Mission

SYSF is committed to playing an active role in reducing the incidence of skin cancer in Canada, and ensuring equal, timely, and appropriate access to skin cancer treatment for all Canadians, by engaging in public and private industry, health policy, and systemic treatment access issues with cancer agencies, government, and drug-approval bodies across the country.

Our Code of Ethics

Respect for the community of patients, caregivers and families we work with and support.

Integrity in our actions.

Responsibility for our decisions and their consequences.

We are committed to:

- Acting honestly, truthfully and with integrity in all our transactions and dealings;
- Avoiding conflicts of interest;
- Appropriately handling actual or apparent conflicts of interest in our relationships;
- Treating every individual with dignity and respect;
- Treating our employees with respect, fairness and good faith and providing conditions of employment that safeguard their rights and welfare;
- Being a good corporate citizen and complying with both the spirit and the letter of the law;
- Acting responsibly toward the communities and individuals in which we work and for the benefit of the communities that we serve;
- Being responsible, transparent and accountable for all of our actions.

Policies Governing Ethical Conduct

- Associates shall act honestly and ethically.
- Associates shall cooperate with all audits and investigations.
- Associates shall protect all Foundation resources and assets.
- Associates will perform their duties properly, diligently, and in an appropriately courteous manner.
- Consistent with the provisions of any applicable document retention policy, no associate shall falsify, destroy, mutilate, conceal, or fail to make required entries on any record within the associate's control, including the destruction of documents that are the subject of an investigation or a civil or criminal action to which the Foundation is a party.
- Associates with reporting responsibilities shall provide full, fair, accurate, timely, and understandable disclosure in all reports.
- No associate shall discriminate on the basis of race, color, religious creed, gender, national origin, age, physical ability, sexual orientation, marital status, or veteran status in the conduct of services for the Foundation.
- Associates shall comply with all federal, provincial and local laws, statutes and ordinances.

- Associates shall seek assistance if they have questions about the Code or face ethical dilemmas.
- Associates shall report violations or suspected violations of the Code.

Conflict of Interest Policies

Save Your Skin Foundation recognizes that its associates have broad interests and participate in many community, charitable and business activities. From time to time, however, a board member or staff member may serve as an officer, staff member, director, trustee or consultant to an organization under consideration for Foundation support. Situations also may arise where an associate's business or personal interests may be affected by a Foundation financial-support, grant or funding decision.

In all such cases, the Foundation understands that the potential for conflict of interest needs to be recognized and disclosed, and appropriate steps taken to prevent influence or favoritism by any associate in the Foundation's financial support and funding decisions. It is the duty of all associates to review and assess their conduct in light of the provisions of the Code. Each associate shall seek, either in writing or in person, the advice of his or her supervisor when a reasonable doubt regarding an ethical or legal consideration arises.

It is every associate's responsibility to discharge his or her duties in a manner that promotes and preserves public trust, proper stewardship, and confidence in the integrity of the Foundation. Associates must respect and comply with Foundation rules and regulations, observe high standards of conduct, and participate in establishing and maintaining such high standards. Adverse consequences, including employee termination or removal of a volunteer from his or her position, can result from failure to comply with the Code.

Duty of Loyalty to the Foundation – Avoiding Abuses of Position and Conflicts of Interest

The Foundation is a not-for-profit, tax-exempt organization. Maintenance of its tax-exempt status is critical both for its continued financial stability and for public support. The Foundation is subject to scrutiny by, and is held accountable to, governmental and regulatory authorities as well as the general public. Consequently, there exists between the Foundation and its associates a fiduciary duty which carries with it a duty of loyalty. Associates have the responsibility of administering the affairs of the Foundation honestly and prudently and of exercising their best care, skill, and judgment for the sole benefit of the Foundation. Moreover, because of the Foundation's status as a public charity, every associate has an affirmative duty to act as a steward of the funds entrusted to the Foundation by its contributors. Associates shall use the resources, property, and funds under the associate's control judiciously and in the best interest of the Foundation. Associates shall exercise good faith in all transactions, and they shall not use Foundation assets or resources, their positions with the Foundation, or knowledge

gained as a result of their positions for their personal benefit or for the private pecuniary benefit of any other person or organization. The interests of the Foundation must be the first priority in all decisions and actions they undertake in connection with the Foundation. No associate shall accept, solicit, or agree to accept, without prior approval of his or her supervisor or Foundation board, any Gift from which it might be reasonably inferred that such Gift was given or offered for the purpose of influencing the associate in the discharge of his or her duties. Vendor, grantee and partner selections must always be business or programmatic decisions based on merit by comparing and evaluating cost, quality, performance, and suitability. Decisions must not be influenced by any other factor, including Gifts, personal relationships or hospitality.

Parties With Whom Conflicts May Arise

A conflict of interest may arise in the relations to the objectives and mission of sponsors, donors or funding partners, particularly in the pharmaceutical industry. Save Your Skin Foundation is committed to ensuring that we remain true to our Values and Mission (as described above) and that the receiving of any donation, grant or funding does not influence the Foundation's activities, programs, actions or purposes.

Conflict of Interest Disclosure Procedures

If an associate believes that he or she may have a conflict of interest with the Foundation, he or she should assume that a conflict does exist and act accordingly. Any questions about potential conflicts should be directed to the Foundation President and Executive Director. Any potential conflict of interest should be disclosed at the earliest possible time.