

**Policy and Procedure**

Title:	<b>Values and Ethics</b>		
Policy Number:	07.006	Section:	Governance (Board)
Effective Date:	October 15, 2015		
Revised Date:	October 30, 2019		
Approving Body:	CCMB Board of Directors		
Authority:	CancerCare Manitoba Act		
Responsible Officer:	Board Chair and President and CEO		
Delegate:	President and CEO		
Contact:	Board Chair through the CCMB Executive Office		
Applicable to:	CCMB Community		

**1.0 BACKGROUND:**

- 1.1 Behavior of persons acting in, on behalf of or under the aegis of CancerCare Manitoba (CCMB) is governed by a variety of corporate rules, regulations, standard operating procedures, controls and legal requirements.
- 1.2 Behavioral expectations of such persons go beyond the fulfillment of those explicit mechanisms of governance because circumstances frequently arise for which specific rules of conduct have not been established and we nonetheless expect behavior to be guided in those circumstances by our shared values.

**2.0 PURPOSE:**

CCMB has articulated its corporate values in various forms over the years and has established or incorporated codes of conduct for a variety of purposes. This policy was developed as part of a major review of how the Corporation's defining characteristics are expressed. Its purpose is to provide a coherent framework for CCMB's commitment to exemplary conduct.

**3.0 DEFINITIONS:**

- 3.1 **Persons Acting In, On Behalf of or Under the Aegis of CCMB:** All employees (including medical staff), Board members, students, trainees and volunteers associated with CCMB and those contracted to work, act for or speak on behalf of CCMB.

**4.0 POLICY:**

- 4.1 CCMB has a duty of care with respect to the interests of the people of Manitoba generally and more particularly with respect to the health and welfare of those people whom it serves. It is the policy of CCMB to conduct its services in accordance with its corporate values and high standards of ethical conduct; and to facilitate the implementation of said policy through establishing, embracing and publicly communicating a Corporate Values and Ethics Framework as described below.

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#### 4.2 THE CORPORATE VALUES AND ETHICS FRAMEWORK (CVEF)

The CVEF consists of the following elements:

4.2.1 A contemporary statement of CCMB's corporate values.

4.2.2 Codes of Ethics or Conduct

- a. A general code of ethics that applies to all individuals employed by, appointed to, or acting under the aegis of CCMB
- b. Complementary codes of conduct pertaining to special groups within CCMB (e.g. licensed professionals; board of directors)
- c. Codes related to various ethical domains (e.g. business ethics, clinical ethics and research ethics)

4.2.3 Identification of specific established corporate policies and procedures which are particularly germane to the matter of ethical conduct.

4.2.4 Mechanisms of education, training and communication designed to achieve and sustain a high level of awareness of and commitment to corporate values and ethics and expected conduct.

- a. Programs
- b. Resources

4.2.5 Assignment of responsibility and accountability for implementation of the CVEF and ensuring adherence to applicable codes of conduct:

- a. To management for:
  - i. promoting and communicating the CVEF and the codes of conduct it embodies;
  - ii. promoting sensitivity to ethical issues in the conduct of the affairs of CCMB; and
  - iii. identifying and managing breaches of CCMB's codes of conduct by staff members and agents of CCMB
- b. To the Board of Directors for:
  - i. the ongoing development and periodic review and refinement of the CVEF;
  - ii. monitoring the effectiveness of management in implementing the CVEF; and
  - iii. identifying and managing breaches of the CCMB's codes of conduct by members of the Board of Directors.

4.2.6 Links to other corporate frameworks that intersect with the CVEF.

4.3 In accordance with element 5 of the CVEF the implementation and development of the Policy on Values and Ethics shall be the responsibility of the Board of Directors and the President and Chief Executive Officer of CCMB.

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**5.0 PROCEDURE:**

**5.1 Board of Directors**

5.1.1 The Nominations and Governance Sub-committee of the Executive Committee of the Board shall, on behalf of the Board, undertake ongoing development, and periodic review and refinement of the CVEF and report thereon through the Executive Committee to the Board.

5.1.2 The Executive Committee shall monitor the management of issues related to ethical conduct, and of incidents of unethical conduct and report thereon to the Board.

5.1.3 Other standing committees of the Board shall assist the Board by reporting any concerns they may have related to ethical issues to the Executive Committee.

5.1.4 Identification and handling of breaches of ethical conduct by members of the Board of Directors shall be the responsibility of the Chair of the Board or, if circumstances require it, the Vice-Chair, or in the absence of a Vice-Chair, the Chair of the Nominations and Governance Sub-committee.

**5.2 President and Chief Executive Officer (CEO)**

5.2.1 The President and CEO shall be responsible for overall administrative supervision of the implementation of the CVEF and for reporting to the Board of Directors through its Executive Committee on a regular basis on the operation of the CVEF.

5.2.2 The President and CEO shall ensure that any gaps or deficiencies in the Corporation's policies and procedures are addressed on a timely basis.

5.2.3 The President and CEO shall ensure that significant breaches of codes of conduct are reported on a timely basis to the Board through its Executive Committee (see above).

**6.0 REFERENCES:**

6.1 CancerCare Manitoba Values Statements

6.2 CancerCare Manitoba Code of Ethics

**Contact:**

All enquiries relating to this document should be directed to:

Name: Chair

Title/Position: Chair, CCMB Board of Directors via the Board Coordinator

Phone: 204-787-4600

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**DOCUMENTATION**

**Document Location:**

This document is located (hard and e-copy formats):

1. The original signed and approved document is on file in the Policy Office, CCMB.
2. The e-copy is on file in the CCMB Governing Documents Library on SharePoint.
3. The e-copy is on file in the Board's on-line file management system.

**Revision History:**

<b>Date</b>	<b>Version</b>	<b>Status</b>	<b>Author</b>	<b>Summary of Changes</b>
dd/mm/yyyy	#	Initial, Draft Final Minor/Major revision		
29/10/2015	1	Initial	Dr. A. Naimark and CCMB Board of Directors	Reviewed by President and CEO and Clinical Ethics Committee Chair. Reviewed and approved by the Board of Directors at its October 15, 2015 meeting.
26/03/2018	1	Minor Revision	S. Friedenberger	Reformatted to new template
01/09/2019	2	Minor Revision	N&G Sub-committee	Updated document to reflect new committee structure and to update Board Chair
30/10/2019	2			Approved by Executive Committee of the Board

**Approvals Record:**

This Policy requires approval by:

<b>Approval</b>		
<b>Date</b>	<b>Name / Title</b>	<b>Signature</b>
	Not applicable.	

**FINAL APPROVAL:**

<b>Date</b>	<b>Name / Title</b>	<b>Signature</b>
Oct 30 2019	Mr. Jeffrey Chipman, Board Chair Dr. Sri Navaratnam, President and CEO CancerCare Manitoba	Approved by Mr. J. Chipman and Dr. S. Navaratnam