



## **House of Hope Foundation for Kids with Cancer, Inc.**

House of Hope, SPMC Compound

JP Laurel Avenue, Bajada

Brgy. Buhangin, Davao City

Tel. No. (082) 224-7366

### **CODE OF CONDUCT**

The House of Hope Foundation for Kids with Cancer (HoHFoundation) will conduct its operation honestly and ethically with constant improvement on the quality of services and operations that will create a reputation for respect, responsibility, integrity, trust and sound judgment. HoHFoundation will not compromise its principles for short – term advantage. The ethical performance of this organization is the sum of the ethics of the men and women in this organization. Thus, all are expected to adhere to high standards of personal integrity.

The officers, directors, employees and volunteers of the organization must never permit their personal interests to conflict or appear to conflict, with the interest of the organization and its patients/clients. The officers, directors, employees and volunteers must be particularly careful to avoid representing HoHFoundation in any transaction with others with whom there is any outside business affiliation or relationship because this is a nonprofit organization. The officers, directors, employees and volunteers shall avoid using the organization contacts to advance their private business or personal interest at the expense of the organization and its patients/clients.

No bribes, kickbacks or other similar remuneration or consideration shall be given to any person or organization in order to tract or influence business activity.

The officers, directors, employees and volunteers of the HoHFoundation will often encounter, or have possession of, proprietary, confidential or sensitive information and must take appropriate steps to assure that such information is strictly safeguarded. This information- whether it is on behalf of the organization or any of the patients/clients - may include strategic plans, operating results, patient lists, personnel records, processes and methods. Proprietary, confidential and sensitive information about this organization, other organizations, individuals and entities should be treated with sensitivity and discretion and only be disseminated on a need-to-know basis. Until the material information has been publicly released by the organization, an officer, director, employee or volunteer must not disclose it to anyone except those within the organization whose position require use of the information.



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The officers, directors, employees and volunteers will seek to report all information accurately and honestly, and as otherwise required by applicable reporting requirements.

The officers, directors, employees and volunteers will refrain from gathering competitor intelligence by illegitimate means and refrain from acting on knowledge which has been gathered in such a manner. The officers, directors, employees or volunteers of HoHFoundation will seek to avoid exaggerating or disparaging comparisons of the service and competence of competitor organizations.

The officers, directors, employees and volunteers will remain personally balanced so that their personal life will not interfere with their ability to deliver quality service to the organization and its patients/clients. The officers, directors, employees and volunteers agree to disclose unethical, dishonest, fraudulent and illegal behavior, or the violation of organization policies and procedures, directly to management.

The violation of the Code of Ethics can result in discipline, including possible termination from the organization. The degree of discipline relates in part to whether there was a voluntary disclosure of any ethical violation; and whether the violator cooperated in any subsequent investigation.

Great people have great values and great ethics – Jeffrey Gitomer.

Updated 10 May 2019

I HEREBY STATE THAT I HAVE READ AND UNDERSTOOD THE ABOVE HOUSE OF HOPE FOUNDATION FOR KIDS WITH CANCER CODE OF CONDUCT. FURTHERMORE, I COMMIT TO ABIDE BY SUCH CODE OF CONDUCT AS PART OF THE ORGANIZATION AND THEREAFTER.

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



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