



ICCCC Code of Ethics

Effective Date: 10/01/2009

Purpose

The purpose for this ethics policy is to establish a culture of openness, trust and integrity in business practices for The Iowa Consortium for Comprehensive Cancer Control (ICCCC). Effective ethics is a team effort involving the participation and support of every ICCCC employee, director and volunteer. All employees, directors and volunteers should familiarize themselves with the ethics guidelines stated in this document. This policy will serve to guide business behavior to ensure ethical conduct.

The ICCCC is committed to protecting employees, directors, volunteers, partners, vendors and the company from illegal or damaging actions by individuals, either knowingly or unknowingly.

The ICCCC will not tolerate any wrongdoing or impropriety at anytime and will take the appropriate measures to act quickly in correcting the issue if the ethical code is broken. Any infractions of this code of ethics will not be tolerated.

Administrative Commitment to Ethics

Board Members of the ICCCC must set a prime example. In any business practice, honesty and integrity must be top priority.

All superiors must have an open door policy and welcome suggestions and concerns from employees, directors and volunteers. This will encourage discussion of issues and will alert administration to concerns within the work force.

Staff, Director and Volunteer Commitment to Ethics

All ICCCC employees, directors and volunteers will treat everyone fairly, have mutual respect, promote a team environment and avoid the intent and appearance of unethical or compromising practices.

Every employee, director and volunteer must apply effort and intelligence in maintaining ethics value. Employees must disclose any conflict of interests regarding their position within the ICCCC.

Employees will help the ICCCC to increase customer and partner satisfaction by providing quality service and professional interaction.



Company Awareness

Promotion of ethical conduct within interpersonal communications of employees will be rewarded.

The ICCCC will promote a trustworthy and honest atmosphere to reinforce the vision of ethics within the company.

Maintaining Ethical Practices

The ICCCC will reinforce the importance of integrity. Every director, employee, and volunteer needs to consistently maintain an ethical stance and support ethical behavior.

Employees, directors and volunteers should encourage open dialogue, get honest feedback and treat everyone fairly, with honesty and objectivity.

Unethical Behavior

The ICCCC will avoid the intent and appearance of unethical or compromising practice in relationships, actions and communications.

The ICCCC will not tolerate harassment or discrimination.

Unauthorized use of company operational, personnel, financial, & technical information integral to the success of our company will not be tolerated.

The ICCCC will not permit impropriety at any time and we will act ethically and responsibly in accordance with laws.

Employees, directors and volunteers will not use corporate assets or business relationships for personal use or gain.

Enforcement

Any infractions of this code of ethics will not be tolerated and the ICCCC will act quickly in correcting the issue if the ethical code is broken. Any employee or volunteer found to have violated this policy may be subject to disciplinary action, up to and including termination of employment