



Iowa Cancer Consortium

Conduct, Ethics, and Whistleblower Policy

Effective Date: February 3, 2025

The Iowa Cancer Consortium (the Consortium) upholds the highest legal, ethical, and moral standards of conduct, personal integrity, and inclusion. This policy sets expectations for these standards and ensures open communication, so that employees, directors, members, and volunteers can raise concerns.

Conduct and Ethics

The Consortium follows federal, state, and local laws and business ethics practices and expects its staff, contractors, directors, members, and other representatives to do the same. Anyone participating in Consortium work or activities should refrain from illegal, dishonest, or unethical conduct, and should treat others with respect.

This includes:

Selflessness. Make decisions for the public good, not to gain financial or material benefits for self, family, or friends.

Integrity. Avoid financial or other obligations to outside individuals or organizations that could influence official Consortium duties.

Objectivity. Conduct business – such as making appointments, [awarding contracts](#), or recommending individuals for rewards and benefits – impartially and based only on merit.

Accountability. Be accountable to the public for decisions and actions. Welcome appropriate scrutiny and feedback.

Openness. Be transparent about decisions and actions. Share reasons for decisions and only withhold information when the wider public interest clearly requires it.

Honesty. Declare all private interests relating to Consortium duties and openly resolve any financial or other [conflicts](#).

Leadership. Promote and support these principles by leadership and example.

Inclusion. Strive to create a space where diverse voices, bodies, and brains are welcomed and valued.

Additional expectations are applied to members of the Board of Directors and Finance Committee, who are required annually to sign a Conflict of Interest disclosure.

Board, staff, and Consortium representatives will always conduct themselves and Consortium business in a manner in line with the [Iowa Cancer Consortium Brand Identity Guidelines](#) and other guiding documents.

Questions of Conduct and Whistleblower Protection

Good judgment based on high ethical principles should guide behavior and actions during Consortium business and activities. Staff, contractors, directors, members, and other representatives are encouraged to raise concerns about potential violations of this policy. This includes:

- Confidentially submitting concerns about questionable accounting or conduct.
- Receiving, keeping, and addressing complaints.
- Protecting those who report concerns from retaliation.

The Consortium follows federal, state, and local laws and business ethics practices. Staff, contractors, directors, members, and other representatives are encouraged to raise concerns regarding:

- Unlawful activity
- Activities against [Consortium policy](#)
- Serious improper conduct
- Financial wrongdoing

Financial wrongdoing can involve:

- Questionable accounting practices
- Fraud or deliberate error in financial records
- Weak accounting controls (see [Financial Controls Policy](#))
- Misleading the Board of Directors, funding agencies, or auditors

If a person knows of or suspects a violation, they should report it to the Executive Director right away. The Consortium will investigate and take appropriate action within a reasonable time. Complaints will be kept confidential as much as possible.

If the Executive Director is involved in or is a subject of the complaint, it should be reported to the president of the Board of Directors instead. Staff and contractors may also choose to report a complaint to their direct supervisor and/or human resources representative.

Anonymous Allegations

Individuals are encouraged to attach their names to allegations for proper follow-up and investigation. Anonymous concerns will still be investigated, but the seriousness, credibility, and possibility of confirming the allegation will be considered.

Bad Faith Allegations

While the person reporting doesn't need to prove the truth of an allegation, they should show it has been made in good faith. False allegations could lead to disciplinary action.

Handling of Concerns

The action taken by the Consortium for a report of concern depends on the issue.

Initial checks will be made to decide if an investigation is needed and how to proceed. Some issues may be resolved without investigation.

The contact between the person who makes the complaint and the investigators depends on the issue and the clarity of the information. More information may be requested by the person reporting the concern.

The Consortium can hire outside legal counsel, accountants, or other resources to fully investigate the allegations.

Whistleblower Protection

If any staff member, contractor, director, member, or other representative reports in good faith a violation of the law or financial wrongdoing to the Consortium or a federal, state, or local agency, there will be no retaliation against them.

Every effort will be made to keep the identity of the person making the report confidential. Harassment or victimization for reporting concerns will not be tolerated.

This and other Iowa Cancer Consortium policies align with our commitment to inclusion and respect for all individuals. Our approach is one of openness and shared humanity. We strive to create a space where diverse voices, bodies, and brains are welcomed and valued. We ensure every person's unique story and connection to cancer are met with unwavering support. Together, we are building a stronger network that better reflects and includes all of Iowa's communities.

Sources:

<https://www.bridgespan.org/insights/library/boards/board-member-ethics>

<https://boardsource.org/wp-content/uploads/2018/05/Code-of-Conduct-Ethics.pdf?hsCtaTracking=508c16c3-f23d-48cb-87e3-e72111881869%7Ce9e66529-f81f-4def-81c1-8973c53d66bc>