

Board Policy

Subject: Ethics	Policy No.: #500-18
Section: General Administration	Date(s) Board Approved: March 27, 2019 June 17, 2015
Reviewed by: Governance Committee	Date(s) Committee Recommended: February 1, 2019 June 11, 2015
	Date of Next Review: March 27, 2021

DEFINITIONS:

Ethics – Standards of conduct which indicate how one should behave based on moral virtues and obligations arising from universal principles about right and wrong (as defined by The Josephson Institute of Ethics).

Key Stakeholders – include those individuals who may be affected by any decision made regarding an ethical dilemma and may include donors, volunteers, patients, staff, hospital representatives and/or community leaders.

1. PURPOSE:

St. Joseph's Health Care Foundation is committed to honesty, accountability and transparency and will conduct all of its activities and practices in an ethical manner. This policy is designed to ensure that ethical standards are understood and upheld by staff and volunteers and ethical decisions are made as the Foundation works to fulfill its vision and mission.

2. PROCEDURE

2.1 The Foundation's decision making approach will be guided by this policy and other relevant policies of the Foundation, as well as a number of established external standards and regulations for charities including adherence to Imagine Canada's *Standards Program*, the Association of Fundraising Professionals/Association for Healthcare Philanthropy's *Donor Bill of Rights*, and regulations for charities as defined by Canada Revenue Agency. Decision making will be made in the context of how to best advance the Foundation's vision and mission, while upholding the Foundation's stated values of respect, excellence and integrity.

2.2 The following criteria will guide the decisions of the organization:

- i. *Legal* – ensuring that all decisions conform to established legal requirements for charities;
- ii. *Moral* – ensuring that the practices and decision making meet the promise of the organization’s mission and values;
- iii. *Reputational* – ensuring that no decision will, or has the potential to, bring harm to the reputation of the Foundation, the Hospital or research institute (Lawson).

Should an ethical question arise regarding the acceptance of a gift or other situation that may impact the Hospital or the Foundation, the Foundation will conduct an ethical consultation with appropriate stakeholders to gather multiple viewpoints and consider potential impacts in order to carefully determine the appropriate action. Such a consultation will be guided by the following process;

- i. Identify values involved, what is the ethical dilemma being faced?
- ii. Who can/may be impacted and should be consulted?
- iii. What is in the best for our organization and our key stakeholders in the long run – what options are available for consideration?
- iv. Decision Implementation
- v. Ongoing monitoring and modify as needed – what changes may cause the decision to be revisited?

2.3 To ensure fundraising meets ethical standards and codes of conduct as outlined in the Imagine Canada Fundraising policies,, all fundraising activities conducted by the Foundation will be:

- Truthful
- Accurately describe the Foundation’s activities
- Disclose the Foundation’s name
- Disclose the purpose for which the funds will be used
- Disclose the Foundation’s policy with respect to issuing charitable donation receipts including the minimum amount for which a receipt will be issued
- Disclose upon request whether the individual seeking donations is a volunteer, employee or contracted third party

2.4 The Foundation will not knowingly accept donations from illegal sources.

2.5 Funding for research grants are also subject to this policy. Ethics approval for research studies, if required, must be received before funding is released from the Foundation. The Office of Human Research Ethics, on behalf of Western’s Research Ethics Boards (REB), manages the approval and monitoring process for

the use of humans in research at the University and its affiliated hospitals and research institutes. All research involving humans conducted by faculty, staff or students at Western or its affiliated hospitals or research institutes must be approved by a Western-sanctioned review board.

- 2.6 Compensation of Foundation staff is guided by this policy. In accordance with Imagine Canada's Standards Program, which has been adopted by the Board of St. Joseph's Health Care Foundation, the Foundation shall not, directly or indirectly, pay finder's fees, commissions or percentage compensation based on contributions.
- 2.7 When a donation, sponsorship or partnership is proposed, staff will assess the offer using the principles and criteria as defined in the Foundation's Gift Acceptance Policy (#200-2) and against the principles, values and criteria set out in the guidelines above.

REFERENCES:

Supporting/Related Foundation/Hospital Policies:

Foundation's Stewardship Policy #500-1

Foundation's Gift Acceptance Policy #200-2

Legislation:

Canada Revenue Agency regulations for registered charities

Standards:

Association for Health Care Philanthropy/Association for Fundraising Professionals Donor Bill of Rights

A-11 Code of Ethics; Imagine Canada Standards Accreditation Program

C-5 Fundraising Practices; Imagine Canada Standards Accreditation Program