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A CAMPAIGN FOR CRITICAL & CARDIAC CARE

Agreement & Policy

February 2026



**PEACE ARCH  
HOSPITAL +  
COMMUNITY HEALTH  
FOUNDATION**

*The heart of a healthy community*

# Confidentiality Agreement

All Foundation employees, contractors, volunteers and vendors are required to sign a confidentiality agreement upon commencing employment, starting a contract or working relationship, upon commencement of a volunteer position or when the agreement has been updated to reflect changes to legislation.

Under no circumstances may Foundation employees, contractors, volunteers or vendors divulge any personal information (i.e. donor or volunteer information), or information pertaining to the operation of the Foundation that is not already deemed public in nature to any source without prior written consent of the Foundation. Nor must any information gained through a relationship with the Foundation be used by an employee, contractor, volunteer or vendor for their own personal advantage. Any deviation from this policy will be cause for immediate termination of employment, volunteer status or contract with the Foundation.

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- I acknowledge and understand Peace Arch Hospital and Community Health Foundation's Confidentiality Agreement.
  - I understand that all personal information collected by the Foundation, and information pertaining to the operation of the Foundation is to be kept strictly confidential and is not to be used or disclosed for any reasons other than those for which consent has been provided.
  - I understand that compliance with confidentiality is a condition of my affiliation with the Foundation and that failure to comply may result in immediate dismissal or termination of a contract or working agreement, as well as potential legal action by the Foundation and others.
  - I acknowledge my obligation with respect to this agreement continues beyond my employment, contract, or service with the Foundation.

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**Full Name (Please print)**

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**Signature**

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**Position**

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**Date signed**

# Code of Conduct Policy

Peace Arch Hospital and Community Health Foundation (the “Foundation”) is committed to high standards of conduct and expects all staff and volunteers to adhere to the highest standards of conduct with respect to ethical and professional behavior amongst themselves and with donors, Peace Arch Hospital staff and other members of the public.

The Fundraising Committee plays a crucial role in supporting the mission and values of the Foundation. As members of this committee, it is essential to adhere to high ethical standards to ensure the integrity of our fundraising efforts and maintain the trust of our donors, supporters, and the community.

This Code of Conduct serves as a guideline for expected behaviors and practices during committee activities.

## 1. Commitment to Mission and Values

- **Respect for Mission:** Committee members must understand and uphold the mission, vision, and values of the Foundation and ensure that all fundraising activities align with these principles.
- **Transparency and Accountability:** Commit to full transparency in fundraising efforts, including accurate reporting of financial contributions, expenses, and the allocation of funds.

## 2. Ethical Fundraising Practices

- **Honesty and Integrity:** Fundraising activities must be conducted honestly and without misleading information. Members should never use deceptive practices to solicit donations or misrepresent the purpose of funds.
- **Respect for Donors:** Treat all donors, volunteers, and other stakeholders with respect, courtesy, and appreciation. Their privacy should be respected, and their personal information must be kept confidential unless consent is explicitly given.
- **No Conflict of Interest:** Committee members should disclose any potential conflicts of interest that could compromise their impartiality, such as financial interests, personal relationships, or competing fundraising priorities. If a conflict arises, members should recuse themselves from related discussions or decisions.

### 3. Compliance with Laws and Regulations

- **Legal Adherence:** Fundraising efforts must comply with local, provincial, and federal laws, including regulations regarding tax-exempt status, reporting requirements, and solicitation guidelines.
- **Non-Discrimination:** All fundraising activities should promote an inclusive environment and must not discriminate based on race, gender, age, religion, sexual orientation, or other personal characteristics.

### 4. Financial Responsibility

- **Proper Use of Funds:** Funds raised must be used solely for the purposes outlined in the fundraising plan, and committee members must ensure that money is spent in an ethical and responsible manner.
- **Accurate Financial Reporting:** Committee members are responsible for ensuring that all financial transactions are accurately documented and reported, including receipts, donations, and expenditures.

### 5. Confidentiality

- **Sensitive Information:** Committee members must maintain confidentiality regarding donor information, discussions held within the committee, and any confidential information shared by the organization.
- **Media and Public Relations:** Public statements or media relations should only be made by authorized individuals. Committee members should refrain from making statements that could harm the organization's reputation or provide inaccurate information.

### 6. Professionalism and Respect

- **Respect for Colleagues:** Committee members should treat each other with respect and professionalism. Disagreements should be addressed constructively, and diverse opinions should be considered with an open mind.
- **Timely Participation:** Committee members are expected to attend meetings regularly, participate actively, and complete assigned tasks on time. If a member is unable to fulfill their responsibilities, they should notify the committee promptly.

### 7. Disclosure of Concerns Impacting Reputation

- **Reputation Protection:** Committee members are expected to promptly disclose any issues or concerns that may negatively impact the reputation of the Foundation or its fundraising efforts. This includes situations that could harm public perception or trust in the Foundation.

### 8. Zero-Tolerance Policy

- **Substance Abuse and Harassment:** The Foundation enforces a zero-

tolerance policy for substance abuse, harassment, or any form of inappropriate behavior. This includes, but is not limited to, the consumption of illegal drugs, alcohol abuse, and any type of sexual harassment, discrimination, or bullying. Any member found in violation of this policy will face immediate action, including potential removal from the committee.

### 9. Reporting Misconduct

- **Accountability:** If a committee member suspects or witnesses unethical conduct, such as fraud, misrepresentation, misuse of funds, or violation of the zero-tolerance policy, they are encouraged to report it to the appropriate person or authority in the organization. Whistleblower protections will be in place to safeguard individuals who report misconduct.

### 10. Evaluation and Review

- **Periodic Review:** The Code of Conduct will be reviewed periodically to ensure that it remains relevant and effective. Members will be informed of any changes to the policy.
- **Commitment to Improvement:** Committee members should continually strive to improve their knowledge of fundraising best practices, as well as the ethical and legal standards governing their work.

### *Code of Conduct & Terms of Reference Declaration*

I, \_\_\_\_\_, have read, understand and agree to abide by the Foundation's Code of Conduct & terms of reference policy and understand that such adherence is a condition of my employment or volunteer work. I understand that a violation of the Code of Conduct & Terms of Reference policy may be grounds for termination.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date