

## CODE OF CONDUCT Cyprus Cancer Research Institute (C.C.R.I.)

### 1. Introduction

The work of Cyprus Cancer Research Institute (C.C.R.I.) (hereafter CCRI) is based on our vision, mission and values (see below). As employees, students, volunteers and other representatives of CCRI, our behaviour and actions are defined by these organisational values. We must demonstrate them in our respect for individuals and communities with whom we work. It is the responsibility of us all to ensure our behaviour is consistent with the organisation's vision and values. If any of us fails to act in a way that is consistent with these, then we fail as an organisation.

#### Vision

To become a leading cancer research institute, spanning a wide spectrum of cancer research from investigating the molecular and cellular basis of cancer, to translational research and the development of new diagnostic and therapeutic approaches and practices.

#### Mission

To promote high caliber cancer research in Cyprus and to breed the next generation of cancer research scientists.

#### Values

- Making a difference to health and wellbeing;
- Excellence in innovation, leadership and science;
- Achieving and delivering through partnership;
- An ethical ethos founded on respect, accountability and honesty;
- Creating a great place to work and study.

### 2. Principles of our code of conduct

As an employee, representative or volunteer of the CCRI, you are expected to promote its values and protect its reputation by adhering to the principles set out in this code of conduct. The code of conduct provides clear guidance on what we expect of our employees, students, volunteers and other representatives, as well as providing examples of conduct that will always be unacceptable.

This code of conduct applies across the “extended workplace” which includes:

- When you are at our place of work;
- When you are representing CCRI at any location or media at any time;
- At all times when you are visiting another location to your usual place of work (including outside working hours and social occasions on these visits);
- Travelling to and from national and international destinations for work purposes;
- When you are participating in work social events; “time out” days and/or “away” days.

CCRI works internationally and therefore our Code of Conduct is developed with consideration of International and UN standards. This Code is subject to relevant international human rights law and shall be read in a manner that is compliant with that law.

### 3. Applicability

The CCRI Code of Conduct applies for all its employees, students, collaborators, volunteers and other representatives.

### 4. Responsibilities

**All CCRI employees, students, collaborators and other representatives must:**

- Uphold the integrity and reputation of the CCRI by ensuring that their professional and personal conduct is demonstrably consistent with the CCRI’s values and code of conduct;
- Adhere and abide by the standards of competence, honesty, integrity and other professional behaviours as defined by their respective professional or regulatory bodies, and retain the freedom and duty to follow their professional codes;
- Conduct themselves openly and transparently, with integrity, impartiality and honesty – we shall never deceive or knowingly mislead others;
- Treat all people with dignity and respect and challenge any form of harassment, discrimination, intimidation, exploitation or abuse. Respect the basic rights of others by acting fairly, honestly and tactfully;
- Respect human rights, protect the environment and oppose criminal or unethical activities;
- Protect the health, safety, security and well-being of ourselves and others;
- Work actively to protect staff, students, volunteers, children, vulnerable adults, research participants and beneficiaries by complying with the CCRI’s relevant policies and procedures;

- Be responsible for the use of information, equipment, money and resources to which we have access, through our employment and/or contact with the CCRI
- Raise safeguarding concerns and report any matters that breach the principles contained in his code of conduct.

## 5. Non-compliance

### **CCRI, therefore does not tolerate the following:**

- Engaging in sexual relations with anyone under the age of 18, or abuse or exploitation of a child or a vulnerable adult in any way;
- Engaging or supporting directly or indirectly by any means, any activities that advocate the legislation, legitimisation or practice of commercial sexual exploitation or sex trafficking;
- Unwelcome sexual advances, requests for sexual favours, and other verbal or non-verbal harassment of a sexual nature;
- Exchanging money, employment, goods, influence or services for sexual favours;
- Any kind of negative distinction, discrimination, psychological or physical harassment, threat, attack or exclusion; or any kind of restriction; due to age, disability, gender identity or reassignment, race (including nationality or ethnic identity), sex, sexual orientation, religion or belief;
- Drinking alcohol (except in moderation as part of a work-related social occasion) during working hours;
- Taking drugs or using any other “legal highs” or illegal substances at any time within the workplace or extended workplace;
- Being in possession of, or profiting from the sale of, illegal goods or substances;
- Behaving in a way which threatens the welfare or security of ourselves or others;
- Using CCRI resources/equipment or accessing the internet via the CCRI’s networks for potentially unsafe or unlawful practices, including:
  - Downloading of illegal or uncertified material (music, movies, software, etc.);
  - Viewing, downloading, creating or distributing online content that are legally prohibited or that are designed to incite hatred and/or violence, (including content with sexually explicit, racist, sexist discriminatory or insulting or offensive materials);
  - Sending, forwarding or saving messages (e-mail, SMS etc.) that are of a pornographic, racist, sexist, discriminatory, insulting, offensive or sexually intimidating nature, or that are legally prohibited or that are designed to incite hatred and/or violence.
- Accepting or offering bribes/significant gifts to government employees, beneficiaries, donors, suppliers or others, which have been offered or

received through your work with CCRI or in a personal capacity, which may impact on the work or reputation of CCRI.

- Using CCRI funds or resources, or those received from donors, to support directly or indirectly any of the above activities.

## 6. Declaration

- Whilst observing the requirements of the code of conduct, I will also be sensitive to national laws and customs, even if the norms and values in that cultural context are more proscriptive or differ from the CCRI code of conduct. I understand that I am expected to observe the CCRI code of conduct where the local laws etc. are less restrictive. I will if necessary seek (and will receive) support and advice from CCRI.
- This code of conduct, together with CCRI's policies and procedures and your contractual terms and conditions of employment (or your volunteer agreement), provide a framework within which all CCRI employees, contractors, or associates regardless of location, undertake their duties. Any breach may result in action in disciplinary action accordance with CCRI's relevant policies and procedure and in some cases could lead to criminal prosecution.
- I undertake to discharge my duties and to regulate my conduct in accordance with the requirements of this code thereby contributing to CCRI's quality of performance and reputation.

<b>Name:</b>	<input type="text"/>	<b>Signature:</b>	<input type="text"/>
<b>Date:</b>	<input type="text"/>	<b>Department/ Team:</b>	<input type="text"/>

## 7. Document control

This is a controlled document. Refrain from using photocopies as these may be out of date. If you need to refer to CCRI policies and other controlled documents, please access them through the pertinent document repository or website or by directly requesting them by emailing [info@ccri.org.cy](mailto:info@ccri.org.cy) with subject "CCRI documentation".

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