



Welcoming babies with Down syndrome to the world.

CODE OF CONDUCT AND ETHICS POLICY

1. Introduction

Baskets of Love Down Syndrome Support Society ("Baskets of Love" or "the Society") welcomes babies born with or prenatally diagnosed with Down syndrome and celebrates new families of a baby with Down syndrome. Our goal is to provide comfort, support and resources to new families by welcoming them to the Down syndrome community in a positive way. Our Code is based upon the Society's goal and is guided by its aspirations and values.

The purpose of this Code is to define acceptable behaviour, to promote the highest standards of practice and to establish a framework for ethical conduct and responsibilities. In this way, Baskets of Love strives to serve as a model of respectful and ethical behaviour. Baskets of Love understands that achieving this goal is predicated upon the health of the Society and that our collective success is dependent upon the individual behaviour of its members and volunteers. The Code is intended to provide members and volunteers of Baskets of Love with information that will help them to make sound, ethical decisions that comply with moral and legal requirements and to not bring the reputation of Baskets of Love into disrepute.

It is a fundamental principle of Baskets of Love that all of our members and volunteers be accountable for their actions and demonstrate integrity in their behaviour and in the general conduct of the mission of Baskets of Love. To preserve the integrity of, and maintain public trust in Baskets of Love, all members and volunteers must at all times act in an honest and ethical manner and in the best interest of Baskets of Love.

2. Values and Strategies

Baskets of Love understands that the time in and around the diagnosis of Down syndrome can be an incredibly stressful time filled with fear and raw emotion. We recognize that every journey is different and what may work for one family may not work for another. Baskets of Love acknowledges every individual is unique and should be supported and respected accordingly. Our values are to demonstrate trust, integrity, respect and inclusivity while embracing diversity.

3. Diversity and Equality

Baskets of Love is committed to supporting the diverse community it serves. In doing so, we commit to respect and support each new family regardless of race, national or ethnic origin, colour, religion, sex, sexual orientation, gender identity, age or mental or physical disability.

4. Personal Conduct

Honesty, integrity and respect for others in personal conduct under all situations is essential to Baskets of Love. We will provide support to a new family, refrain from promoting our own personal beliefs and opinions and will not take part in any form of discriminatory behaviour or harassment. In this regard, we commit to:

- create a positive environment where different views are appreciated and delivered with sensitivity and respect;
- strive for excellence in all that we do; and
- treat others with respect and fairness

5. Privacy and Confidentiality

In the course of supporting the community, Baskets of Love members and volunteers may be given access to or become aware of confidential information relating the Society and new families. Respecting the privacy and confidentiality of new families is paramount to preserving the trust of the medical professionals and families we support. In this regard, we commit to adhere to medical, hospital and health authority policies and procedures on privacy and confidentiality.

Members and volunteers:

- shall not disclose or release, by any means, to any member of the public, either in verbal or written form, any confidential information or material acquired by virtue of their position as a member or volunteer with Baskets of Love;
- may divulge confidential information only to those who are authorized to receive it;
- must exercise caution and discretion in handling confidential information and, in particular, will refrain from discussing confidential information in social or public contexts; and
- shall not, by virtue of their position with Baskets of Love, use information for personal or private gain or for the gain of friends, relatives or any person or organization having dealings with Baskets of Love.

Baskets of Love is subject to the *Personal Information Protection Act*, which requires appropriate measures to safeguard personal information of any person in the Society's control. Generally consent will be required to collect, use or disclose any personal information. Where a member or volunteer is unsure, he or she shall confer with the Board of Directors of Baskets of Love for guidance in the appropriate action to take.

6. Compliance with Law

Baskets of Love, its members and volunteers will comply with all laws and regulations that are applicable to its activities. Members and volunteers are responsible for making themselves aware of, understanding, and complying with these laws, and for preventing, detecting, and reporting

instances of non-compliance in accordance with this Code. There is no circumstance in which Baskets of Love or its members and volunteers should disregard any law or regulatory requirement in the conduct of the activities of Baskets of Love.

7. Appropriate Use of Baskets of Love Property

The property and assets of Baskets of Love must only be used in the course of carrying out the bona fide purposes of Baskets of Love. Members and volunteers are entrusted with the care, management, and cost-effective use of Baskets of Love's property and assets, including the use of Basket of Love's name and intellectual property, and must not make use of such property and assets for purposes that are unrelated to Baskets of Love's operations for their own personal gain.

Property and assets of Baskets of Love, including intellectual property and other rights or interests produced or developed by members or volunteers thorough the use of other property or assets of Baskets of Love, are the property of Baskets of Love.

8. Public Relations

Members and volunteers shall treat each contact with the public, including families receiving support, with diplomacy, tact and objectivity, and shall recognize that such contact can affect Baskets of Love's public image.

Members and volunteers shall refer all contacts from the media concerning Baskets of Love, including requests for information or comment, to the Board of Directors. Volunteers are not authorized to make public announcements, give interviews or otherwise speak on behalf of Baskets of Love.

9. Consequences for Breaching the Code

Baskets of Love shall, to the best of their ability, ensure that the Code is followed by all members and volunteers.

Members and volunteers have the responsibility to understand and conduct themselves in accordance with the Code and to report conduct or proposed conduct that is in violation of the Code. Reported alleged or potential violations of the Code will be handled promptly, professionally and with as much confidentiality as possible, consistent with investigating the complaint.

Members and volunteers who breach the Code may be subject to removal of their membership and/or volunteer position with Baskets of Love. If a violation of law is involved, the matter may also be referred to the appropriate law enforcement agency.

The Code applies to all members and volunteers of Baskets of Love. Compliance with the Code is a condition to be a member and/or volunteer with Baskets of Love.

Baskets of Love reserves the right to modify or amend the Code. The Code and any amendments shall be binding on Baskets of Love members and volunteers when communicated.

10. Volunteer Agreement, Release and Waiver of Liability

Every volunteer with Baskets of Love shall be required to sign a Volunteer Agreement, Release and Waiver of Liability Form. This Form releases Baskets of Love and all its directors, officers, members, and agents from any and all liability, claims, and demands of whatever kind of nature, either in law or in equity, which may arise from volunteer services provided to Baskets of Love.

11. Questions

Any member or volunteer who requires clarification of any respect of the Code should seek clarification from a Board Director of Baskets of Love. E-mail: info@basketsofloveds.com.