



Serving those with Bleeding Disorders

Code of Ethics

Confidentiality

Respecting the privacy of the members of the bleeding disorder community is a basic value of the Oklahoma Hemophilia Foundation (“OHF”). It is the policy of OHF that the Directors, Committee Chairs, volunteers, employees and community members (collectively, the “Members”) of OHF may not disclose, divulge or make accessible confidential information belonging to or obtained through their affiliation with OHF to any person without proper authorization confirmed in writing and approved by the Directors. This information includes, but is not limited to, contact lists that have been obtained by Committee Chairs in the course of conducting the business of their respective committee.

Members must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Unauthorized disclosure of confidential information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal and/or dismissal from their position and as a member of the OHF community.

At the end of a Director’s term or upon the termination of a Committee Chair’s or volunteer’s relationship with the OHF, he or she shall return, at the request of OHF, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his or her possession.

Conflict of Interest

This conflict of interest policy is designed to help the Members identify situations that present potential conflicts of interest. A conflict of interest is defined as a situation or a set of circumstances that creates a risk in which a Member’s judgment or actions regarding an interest of OHF will be unduly influenced by an interest of that Member, including but not limited to, an actual or perceived situation in which a Member is in a position to derive a personal or professional benefit from actions or decisions made in their official capacity with OHF. Members are obligated to always act in the best interest of OHF. This obligation requires any Member, in the performance of OHF duties, to seek only the furtherance of OHF’s mission. At all times, Members are prohibited from using their position or OHF’s name or property, for private profit or benefit.

A. Prohibited Activities Any Member who is subject to an actual or possible conflict of interest as further described above either through himself or herself, a member of his or her immediate family, his or her partner, an organization in which any of the above is an officer, director, or employee, or a person/organization with whom any of the above is negotiating or has an arrangement concerning prospective employment, shall refrain from the following activities:

- I. Solicitation or acceptance of gratuities, favors, or anything of monetary value (this is not intended to preclude bona-fide organization fundraising activities);
- II. Participation in OHF transactions where participation could be influenced by direct or indirect non OHF-related interests;
- III. Solicitation of or marketing to community members at OHF functions;
- IV. Voting on matters related to his or her economic interest; and
 - i. Board of Directors may vote to allow vendor booths at the Annual Meeting.
 - ii. Board of Directors may vote to allow sponsorship of special events.
- V. Directing individuals to specific health care providers.
- VI. Members employed or actively representing an industry company, manufacturer, or service provider within the bleeding disorders must clearly identify themselves and are subject to both this Code of Ethics as a Member as well as OHF's Standard for Industry and Industry Agents.

B. Disclosure – In connection with any actual or possible conflict of interests, an interested person must disclose the existence of the interest and be given the opportunity to disclose all material facts to the Directors. Any possible conflict of interest shall be disclosed by the person(s) concerned.

C. Board Action – When a conflict of interest is relevant to a matter requiring action by the Board of Directors, the interested person(s) shall call it to the attention of the Board of Directors and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists, the matter shall be resolved by the Board, excluding the person(s) concerning whose situation the doubt has arisen.

D. Record of Conflict – The official minutes of the Board of Directors shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final discussion or vote and did not vote on the matter.

Code of Conduct

OHF is a community-based organization dedicated to providing service, education, and advocacy for Oklahomans with bleeding disorders. It is the policy of OHF that its Members uphold the highest standards of ethical and professional behavior. Members of OHF shall at all times abide by and conform to the following Code of Conduct, and any Member who violates this Code is

subject to discipline, up to and including removal or dismissal from their position at or involvement in OHF:

- I. Act in such a manner as to uphold and enhance personal and professional honor, integrity and the dignity of OHF;
- II. Treat with respect and consideration all persons, regardless of race, religion, gender, sexual orientation, maternity, marital or family status, disability, age or national origin; III. Contribute to a professional, inclusive, positive and respectful environment for fellow Members and participants;
- IV. Support OHF's mission, vision, core values, purpose and goals and become familiar with and follow all OHF policies, procedures, and guidelines;
- V. Engage in carrying out OHF's mission in a professional manner;
- VI. Obey all applicable laws and regulations of the relevant government authorities, including all laws that govern appropriate conduct in the work place while acting on behalf of OHF; VII. Respect and protect privileged information to which access is available in the course of official duties;
- VIII. Follow professional standards in e-mail, telephone, written, and oral communications; IX. Do not engage in inappropriate communication, by email or in any other public form about OHF, its Members, participants, policies, procedures or guidelines. Inappropriate behavior includes but is not limited to verbal abuse, bullying, harassment of any kind, sexual comments and unwanted touching or other negative or aggressive behavior; and X. Follow the OHF Social Media Policy, and do not send private messages unrelated to OHF duties or business to Members from any of the chapter's social media pages.

As a Member, you are individually responsible for upholding the explicit directions as well as the implicit spirit of each area outlined in in this Code of Ethics. Each Member will be personally accountable for insuring their individual decisions and actions are consistent with this Code of Ethics.