**NEW HOPE CHINESE CANCER CARE FOUNDATION**

**CODE OF ETHICS**

1. Support the vision of NHCCCF.

2. Treat patients, their family members, fellow volunteers and staff with courtesy and respect at all the times.

3. Display the highest personal and professional conduct.

4. Work hand-in-hand with fellow volunteers, in the spirit of mutual support and encouragement.

5. Make polite and constructive suggestions instead of harsh criticisms. Encourage the exchange of knowledge and ideas in order to make improvements.

6. Check with the board/office before making any official statements and activities about NHCCCF.

7. Refrain from making any remarks, taking any actions or participating in any activity either as an individual or with a group that might have negative impact on NHCCCF or to the general public.

8. Our commitments to each other and the public are to be honored at all times.

9. When making a decision, the appropriate individuals are to be consulted first.

10. Decisions are to be based on the most accurate information available, and confidentiality is to be followed at all times.

11. Any and all concerns are to be taken directly to the person involved, and not be based on gossip, hearsay, etc.

12. Problems are to be solved, not blamed on other individuals.

13. Use caution while sharing the experience and about using certain products. Do not promote any product that involves personal financial benefits.

14. Show sensitivity to beliefs, traditions, cultures and religions. Refrain from promoting any religious or political philosophies while representing NHCCCF.

15. Do not accept advertising from unsolicited sources, and do not allow literature or any media forms to be displayed in NHCCCF office and events without prior approval from the board.

16. Conserve supplies.

17. Pay attention to your own health needs and personal safety.

18. Prudent risk-taking in the pursuit of innovation is to be encouraged.

19. Don not use your association with NHCCCF to obtain personal profits or gains.

20. Refrain from giving out medical advice unless volunteer is a health professional associated with cancer care

**新希華人癌症關懷基金會**

**操行守則**

1. 支持新希望的宗旨
2. 禮貌與尊重的態度對待每一人
3. 展現最優質的個人及專業行為
4. 本著互相支援和鼓勵的精神
5. 禮貌及建設性的建議 vs.嚴苛的批評
6. 對外正式公開有關新希望的發言及活動，須先經過理事會/辦公室同意
7. 避免作任何負面影響的言論，行動或參與
8. 遵守承諾
9. 決策先諮詢適當人士，決策必基於最正確的資訊
10. 絕對尊重個人隱私
11. 任何疑問，直接詢問當事人，不聽信傳言
12. 解決困難，不歸咎他人
13. 謹慎小心產品及經驗分享，不宜推廣有個人利益的產品
14. 尊重各宗教信仰，傳統文化。當代表新希望時避免宣傳任何宗教或政治理念
15. 辦公室不可陳列未經許可的文宣、廣告或進行任何事先未批准的活動
16. 節省資源
17. 注意自己的健康和安全
18. 鼓勵創新，但需審慎評估風險
19. 不可利用新希望謀求個人利益
20. 不提供任何醫療建議或意見，除非現為從事癌症醫護相關專業人員