



European School of Oncology

# CODE OF CONDUCT

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# CONTENTS

<b>INTRODUCTION</b>	pag 2
<b>MISSION AND VISION</b>	pag 3
<b>CODE OF CONDUCT OBJECTIVES</b>	pag 4
<b>PERSONS CONCERNED</b>	pag 4
<b>GENDER EQUALITY</b>	pag 5
<b>CIRCULATION</b>	pag 5
<b>COMMITMENTS</b>	pag 6
<b>USE OF COMPANY TOOLS</b>	pag 8
<b>CONFIDENTIALITY</b>	pag 9
<b>VALUE OF HUMAN RESOURCES</b>	pag 10



## INTRODUCTION

**ESO** was originally founded in 1982 by Umberto Veronesi and Laudomia Del Drago with the intent to reduce the number of cancer deaths due to late diagnosis or inadequate treatment. Today we are continuing that passion by **providing oncology education that helps improve the treatment of cancer patients** and through our extensive learning programmes, we are reaching areas where education is most needed, both geographically and scientifically. For 40 years, ESO's good reputation has been sustained by its governance, staff and by all who collaborate and participate in its educational programmes. Our code of conduct is based on the principles of **respect, equality** and **tolerance**, because we believe they are the fundamental foundations for defining our educational programs.

## MISSION E VISION

**Our mission:** The European School of Oncology is an independently funded non profit organisation dedicated to quality education and training, because we believe all patients deserve equal access to competent cancer care.

**Our vision:** To ensure that all cancer patients have access to unbiased and evidence-based competent care from adequately trained health professionals.

Thanks to its financial independence, ESO is in a privileged position to be able to set its own priorities. Therefore, it pays particular attention to the development of **knowledge** in areas less supported by industry, such as surgery and rare diseases (including childhood cancer), and in countries and regions with limited economic resources.

ESO has always been committed to supporting, in terms of practical and economic help, activities organized by other oncology entities where there is an affinity of intent.

Furthermore, ESO is environmentally conscious and is committed to ensuring its staff are aware of their environmental impact. As a result, ESO encourages working from home, invests in distance learning, discourages printing unnecessary documents, prefers reusable or biodegradable materials and facilitates the correct disposal of waste. ESO is also committed to selecting accommodation facilities with eco-certifications.

## CODE OF CODUCT OBJECTIVES

ESO intends to define a clear and effective tool with this Code of Conduct, to address and guide its recipients' **behaviour** in order to establish **responsibilities**, ethical and moral principles to be adopted for the development of a common corporate culture.

The purpose of this Code of Conduct is to standardise employees' behaviour and all those who collaborate with ESO on the basis of the ethical principles of **moral legitimacy, protection of health, equality, personal protection, diligence, transparency, confidentiality, impartiality**.

## PERSONS CONCERNED

The code of conduct is aimed at all collaborators, including directors, employees and all those who, regardless of the legal status of their relationship with ESO, act in the name and on behalf of ESO. All persons concerned are required to conduct themselves in a way that upholds ESO's good name and reputation. They are also required to know and observe, in any situation and context, the contents and principles of this Code of Conduct, which must be a source of constant inspiration in their conduct and when performing their activities.

The persons concerned have a responsibility to comply with the principles and values shared in this document, with particular attention to project management and actions to be implemented for their development. They are also responsible for the dissemination of the contents of the Code, both inside and outside the organization.

## **GENDER EQUALITY**

ESO is committed to supporting gender equality in providing equal opportunities to everyone, while maintaining fair economic treatment and gender balance in decision-making and politics.

ESO respects the dignity of each individual by opposing any form of discrimination and harassment based on an individual's sex, gender identity or expression, sexual orientation, race, age, religion, creed, colour, descent, nationality, national or ethnic origin, language preference, immigration status, disability, medical status, social and socio-economic status, or any other classification.

This policy applies to all ESO staff, executives, speakers, participants at our events, suppliers and any entity ESO collaborates with.

## **CIRCULATION**

ESO is committed to promoting awareness of and monitoring compliance to the Code of Conduct by providing appropriate information, prevention and control tools to ensure transparency of transactions and conduct. Should employees learn of any violation regarding the rules set in the Code of Conduct, it should be reported immediately to the management, so that necessary measures can be enforced.

## COMMITMENTS

### **ESO's commitments**

This code of conduct acts as a guide for the ESO management, so that they are fully aware of its responsibilities in directing its activities towards the values of honesty, integrity and the pursuit of its corporate objectives of loyalty, fairness, respect for people and rules, mutual cooperation.

More specifically, **ESO is committed to:**

- ensure maximum circulation of the Code of Conduct amongst its employees and external partners;
- provide any possible clarification about the interpretation and implementation of the Code of Conduct and in particular regarding its application in business procedures;
- carry out checks concerning any violation of the Code of Conduct
- adopt any necessary safety measures required by technological developments and ensure that the physical and moral integrity of its employees is guaranteed;
- guarantee the protection and safety in the workplace for its staff and for third parties, in compliance with safety at work regulations;
- ensure that the principle regarding equal opportunities is upheld and to manage career and salary advancements accordingly.

## **EMPLOYEES' commitments**

ESO employees play a vital role in the development of its educational programs and consequently in the achievement of the commitments made in ESO's mission. They also have the task of protecting the image, reputation and values of ESO towards all parties involved.

Each employee should behave appropriately, both in and out of the workplace, according to the principles of fairness and equality, honesty, personal protection, transparency and confidentiality.

Each employee must know and be aware of the content in this code of conduct, behave in the interest of ESO and in a way that reflects its recognized values.

In particular **each employee undertakes to:**

- respect ESO's good name, its founding principles and the objectives on which ESO was founded;
- build professional relationships with colleagues on the basis of respect and mutual collaboration, according to the principles of education, civil coexistence, trust, respect and responsibility, guaranteeing a serene and profitable climate;
- avoid any behaviour which, directly or indirectly, causes offense or defamation towards colleagues or which is considered discriminatory on the grounds of race, gender, age, nationality or religious creed. Employees are also required to follow these principles with anyone ESO collaborates with;
- not circulate sensitive information (see paragraph on page 8: Confidentiality);
- to participate in training and assessment programs made available by ESO which have the aim to continuously enrich skills and professionalism.



## USE OF COMPANY TOOLS

All ESO employees and collaborators are required to responsibly use and protect any corporate assets entrusted to them, according to criteria of correctness, affordability, efficiency and effectiveness and inform their superiors, in a timely manner, regarding any malfunctions, damage or threats to such assets.

With particular reference to IT tools, it is mandatory for each employee to:

- use programs, e-mail, internet, telephone, etc. exclusively for the purposes foreseen by the job/task assigned and according to the agreements already existing with each employee and collaborator;
- use the necessary documentation for a standard development of the working activity limited to the purposes established by the organization, thus avoiding any form of duplication, unauthorized reproduction or dissemination;
- pay attention to and comply with company guidelines on protecting personal, sensitive and confidential data
- use only software and programs authorized by ESO and scrupulously comply with established procedures, with particular reference to the protection and security of IT data;
- use e-mails and all communication tools in a conscious and responsible way, respecting ESO's image, its values and principles.

## CONFIDENTIALITY

Due to the scope of its activities and in order to ensure the development of projects necessary to achieve its own corporate mission, ESO requires employees to manage data of a confidential and sensitive nature. It follows that all information referred to in ESO must be actively protected in order to ensure their complete confidentiality.

ESO employees are therefore committed to acquiring, retaining and managing such data in a discreet and confidential manner.

In particular, it should be noted that all information and data acquired must not be used, communicated or disclosed outside the work setting in which they are treated.

ESO requires each recipient of this code to commit to:

- acquiring and processing only data that is necessary and directly connected to their job function;
- storing such data in accordance with company guidelines, respecting the protection of confidentiality and preventing that any unauthorized third parties may learn about it;
- communicating and disclosing data exclusively within your own workplace and in strict compliance with company procedures.

The recipients of this Code of Conduct undertake to refrain from searching for confidential data and information using illegal methods.

## **VALUE OF HUMAN RESOURCES**

ESO recognizes the value of human resources as an essential asset for the success of its initiatives and for the dissemination of its own values, as well as for the achievement of its corporate mission. The personal and professional contribution of employees is considered a central element; for this, they are called to carry out the tasks assigned according to values of loyalty, correctness, dedication and mutual trust.

ESO is committed to offering its employees adequate tools to develop their skills and competences, with a view to continuously improve the professionalism of each individual. Opportunities for professional development are also available to each employee, ensuring fair treatment, based on the principles of competence and merit.