

The Oncidium foundation

Ethical Charter

Approved by the board of directors

A responsible organizational culture

The Oncidium foundation recognizes that its activities should be founded upon a responsible organizational culture, which inspires all Oncidium's activities and their impact on society in general. Fostering this responsible attitude towards, colleagues, partners, clients, civil society or society at large requires embedding ethical values in all aspects of Oncidium's functioning. These ethical values are the subject of this charter.

The ethical charter in relation to other existing regulations, guidelines and codes

The ethical charter does not supersede or re-interpret the labor regulations, which remain the only relevant regulations in case of disciplinary measures. The Oncidium foundation personnel should also abide by any regulations, guidelines or codes of conduct regarding matters which are beyond the scope of this ethical charter (human rights, intellectual property rights, safety regulations, data protection and confidentiality, informed consent, etc.).

The ethical charter as joint approval of all The Oncidium foundation staff members of the ethical values of the foundation

This ethical charter reflects The Oncidium foundation's employees consent to the ethical values of the foundation, as described above. As the content and form of the charter are determined based on dialogue in which every staff member is involved, the charter symbolizes a joint agreement among all employees. It serves as a guiding principle for the everyday functioning and actions of the foundation. Only the continuous implementation of this charter, combined with an open discussion about the principles and their daily application, can keep the ethical process at The Oncidium foundation alive.

The Oncidium foundation aims in all activities to adopt the following principles:

1- Compliance

The Oncidium foundation acts, both in letter and spirit, in compliance with Belgian laws and regulations as well as international and European conventions.

2- Governance

The Oncidium foundation's board is composed of at least four members. Along with the management team and employees, they have committed to carry out the activities of the foundation in a responsible and ethical manner.

The Oncidium foundation ensures that:

- Members of the board, management and employees have the required skills and/or experience to carry out and fulfill their duties for the benefit of the foundation
- All transactions and dealings are conducted with integrity and honesty
- It has the capacity to carry out its missions effectively.

3- Management policies and principles

Management policies and principles that are defined and applied are dedicated to the support and realization of The Oncidium foundation's mission. They are continually reevaluated and adapted by the board members and the management team.

The mission of The Oncidium foundation is to promote Radiotheranostics, accelerate global access and spread the word on this innovative and life-saving technology.

The selection process regarding projects proposed to The Oncidium foundation are brought to the attention of its interlocutors in a transparent and honest way.

4- Finance

The Oncidium foundation encourages an efficient work organization that guarantees a pragmatic and long-term management in terms of procedures, investment strategy and use of resources that are all thought to ultimately benefit the patient.

The foundation manages its funds responsibly and prudently by ensuring:

- Effective accounting and internal monitoring
- Reasonable and appropriate staff compensation
- Spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the foundation
- Financial reports that are factually accurate and complete.

5- Monitoring and oversight of activities

The Oncidium foundation regularly analyses and evaluates the operational performance of its activities using tools and procedures established for that purpose.

6- Responsible behavior towards and from employees, management and the foundation as a whole

The management ensures the well-being of its employees by:

- Acknowledging its responsibility to be a role model for ethical behavior
- Organizing and assigning tasks and related administrative work in accordance with the mission and values of The Oncidium foundation as well as with the competences and capabilities of the employees
- Recognizing each employee as an individual, and giving each employee the possibility to develop his/her skills optimally
- Organizing suitable education and training programs aimed at professional and related personal development
- Respecting the personal political, cultural and religious opinions
- Promoting and encouraging healthy attitudes that can reduce cancer risks such as: tobacco, unhealthy food, heavy drinking, excessive exposure to UV rays etc. However, these attitudes may not represent a factor of exclusion and non-eligibility of employee recruitment
- Ensuring good internal communication and dialogue.

Each employee maintains an appropriate behavior toward The Oncidium foundation by:

- Striving to use his/her competences and carry out his/her duties to the best of his/her abilities
- Showing respect for mutual opinions and seeking a balance between individual (academic) freedom and community interests
- Collaborating to achieve an optimal work organization and putting knowledge at the disposition of colleagues and encouraging teamwork
- Respecting the personal political, cultural, and religious opinions of colleagues

Behaviors that are expressly prohibited include but are not limited to:

- Spreading of unfounded information about The Oncidium foundation
- Falsifying, changing or making material omissions on any documents of the foundation
- Being under the influence of illegal drugs or heavy drinking during professional activities or events
- The use of disrespectful, abuse or threatening (whether real or implied) language to any of the foundation members, employees, grantees etc.
- Improper disclosure of confidential information about the foundation
- Any behavior that is degrading towards women, men, children, nature and animals.

7- Inclusiveness and Diversity

The Oncidium foundation promotes inclusiveness in its staff and trustees in terms of hiring, retention, promotions in order to enrich its everyday functioning.

The foundation guarantees to:

- Base decisions regarding employees on merit, expertise and, in any event, on a purely professional nature
- Select, hire, train, compensate and manage employees without discrimination and establish a work environment where the personal characteristics of the employee do not give rise to discrimination.

8- Environmental protection

The Oncidium foundation, as an organization, as well as each its board members and employees, operate in a responsible eco-friendly manner.

The foundation and its members consider the environment to be a primary asset and directs its activities to ensure the best possible balance between project initiatives and environmental needs, in compliance with the law, but also with view to the sustainable use of natural resources.

The foundation ensures to continuously improve the means available to put these principles into practice.

9- Relations with political parties, trade unions and other organizations

The Oncidium foundation guarantees an apolitical attitude. It doesn't provide contributions of any sort to political parties, movements, trade unions with the exceptions of contributions due under specific regulations.

Moreover, the foundation condemns any form of participation in associations whose purposes are prohibited by law and contrary to public order and conduct aimed at assisting the activity or program of organizations of crimes or any illicit activity in general.

10- Confidentiality and communication

The Oncidium foundation encourages a transparent and honest communication with individual and interest groups by generating and spreading information, by providing expertise and/or offering ways to involve them, where relevant.

The Oncidium foundation commits to provide reliable, loyal, precise, factual, impartial and balanced information. It provides comprehensive and timely information to the public, the media and all stakeholders and is responsive in a timely manner to reasonable requests for information. All information about the foundation will fully and honestly reflect the policies and practices of the foundation. Basic informational data about the Foundation will be available to the public. All financial, organizational and program reports will be complete and accurate in all material respects.

The Oncidium foundation respects confidentiality agreements undertook with institutions, organizations and all other partners with whom the foundation exchanges and collaborates.

11- Independence from and integrity towards partners

The Oncidium foundation insists on building a network to share and exchange knowledge as it is a key factor of success to meet its goals. The Oncidium foundation grasps all cooperation opportunities that enables to maximize the impact of its activities regarding the promotion of Radiotheranostics and the acceleration of their access worldwide.

When information, which has been obtained as a result of an agreement or contract with partners is considered by The Oncidium foundation to be socially relevant, the possibility of publicly disseminating this information must always be discussed first with the partners.

Deviations from the quality assurance of the cooperation include and must be immediately reported:

- Any possible conflict of interest or external pressure
- The use of company resources for personal gain

- The participation in project or collaborations based on reasons other than their merit in the context of The Oncidium foundation's overall needs
- The Oncidium foundation is a non-profit, public benefit organization and must act as such. Board members, partners, employees or society in general must not distort the original purpose of the foundation. Thus, the name of the foundation cannot be used for commercial purposes, non-compliant activities, unlawful activities or for any other functions that were not previously discussed and agreed upon.

12- Grantmaker Guidelines

With respect to grant seekers to The Oncidium foundation, the foundation is committed to being:

- Open, accessible, fair and respectful
- Available to share its knowledge and experience
- Respectful of applicants' schedules and priorities
- Clear and timely in communications
- Empowering for nonprofit staff and volunteers
- Consistent in its encouragement of diversity in boards, staff and people served
- Pragmatic in the face of change or unusual circumstances.

13- Code of Conduct for Volunteers

Volunteers are personally and collectively responsible for upholding and promoting the highest standards of ethical and professional conduct as stated below:

- Support and promote the Oncidium foundation's missions and objectives
- Abide by local and international laws and regulations
- Respect and maintain the confidentiality of personal and privileged information as appropriate, both during and after your mission
- Avoid submitting any presentations, publicity, written articles, social media posts or any marketing media without prior approval from the Oncidium foundation
- Refrain from using for personal gain the Oncidium foundation assets, taking financial advantage due to association with the foundation, acting contrary to the best interest of the Oncidium foundation in any situation, disseminating false information using the Oncidium foundation's name, conflict of interest, acting inappropriately and contrary to the Oncidium Foundation Ethical Charter.

A reported concern regarding a breach of the Code of Conduct for Volunteers will be handled fairly, considering the seriousness of the issue raised and the credibility of the information or allegations.

In the event of a violation of this Code of Conduct, the Oncidium foundation reserves the right to modify or discontinue collaboration between the Oncidium Ambassador and the Oncidium foundation, effective immediately. For the volunteer, this implies an immediate stop to:

- Disseminating any kind of information using the name of the Oncidium foundation
- Publishing any documents using the name of the Oncidium foundation
- Using the name of the Oncidium foundation for any professional or personal matters
- Handling funds, donations and any other forms of money transactions.