

# Tour de Cure Code of Conduct



## 1. Welcome to Tour de Cure

Tour de Cure's mission is to cure cancer. We know we won't beat cancer alone and pride ourselves on our ability to work with others to achieve our mission.

Our core values guide our behaviour, shape our culture and focus our decision making. These core values; courageous, achieving, respectful, inclusive, nurturing and growing form the basis for who we are and how we do things at Tour de Cure.

At Tour de Cure we refuse to fail, we won't give up. Together we will find a cure!



Bruno Maurel  
Chairman

## 2. About our Code of Conduct

This Code of Conduct (the Code) outlines what is expected from all of us (employees, contractors and suppliers to Tour de Cure as well the participants and volunteers at our events) at Tour de Cure ('TdC').

Its everyone's responsibility to follow the Code of Conduct and do the right thing. This means not just you do the right thing but also encouraging others to do the right thing as well.

We take the Code of Conduct seriously, If you don't follow the Code of Conduct it may result in disciplinary action including termination of employment for our employees or an immediate end to participating in our events.

We also expect that you keep up to date with our Code of Conduct before participating in our events or through regular training for our employees.

# Tour de Cure Code of Conduct



## 3. Living our Values

Our core values guide our behaviour. The Tour de Cure team is a formidable force with a shared responsibility and purpose. The values we seek to represent are:

VALUE	DESCRIPTION	BEHAVIOURS
Courageous	<i>We are bold and trusted in our quest to find a cure.</i>	<ul style="list-style-type: none"> <li>• I do what I say I will do</li> <li>• I do what I think is right</li> <li>• I am conscientious in all that I undertake</li> </ul>
Achieving	<i>We inspire each other to achieve great things</i>	<ul style="list-style-type: none"> <li>• I work with purpose beyond myself</li> <li>• I work with effort, energy and enthusiasm</li> <li>• I demonstrate patience, perseverance and a can do attitude</li> </ul>
Respectful	<i>We acknowledge the importance of our community</i>	<ul style="list-style-type: none"> <li>• I consistently seek to understand the wider perspectives of the Tour de Cure community</li> <li>• I always think about how I can help members of the community</li> <li>• I don't wait to be asked, I offer my assistance freely</li> </ul>
Inclusive	<i>We embrace and value all</i>	<ul style="list-style-type: none"> <li>• I demonstrate unconditional positive regard for others</li> <li>• I actively listen to others to understand their perspectives</li> <li>• I encourage everyone to get involved with Tour de Cure</li> </ul>
Nurturing	<i>We are a family that encourages each other</i>	<ul style="list-style-type: none"> <li>• I start from a point of believing in others</li> <li>• I regularly provide positive feedback to others</li> <li>• I seek opportunities to help others through constructive feedback</li> </ul>
Growing	<i>We actively challenge ourselves to grow</i>	<ul style="list-style-type: none"> <li>• I demonstrate vulnerability and know where I can improve</li> <li>• I know when to seek assistance and how to ask for it</li> <li>• I actively seek to grow and learn for the benefit of myself and the community</li> </ul>

## 4. The way we do things

### 1. Responsibilities of our People

Our people are at the heart of Tour de Cure, working tirelessly to achieve our dream of a world without cancer. Our expectations of all our people are:

- Be aware and comply with this Code of Conduct
- Always live our values

# Tour de Cure

## Code of Conduct



- Report any act or suspected act of misconduct and/or behaviour inconsistent with the Code of Conduct committed by any other employee, event participant, volunteer or contractor/supplier

### 2. Responsibilities of our Leaders

Our leaders come in different forms, they can be our Board, the managers of our employee teams or event leaders such as ride leaders. Leaders in our organisation are instrumental to delivering our purpose and fostering an environment that upholds the values and champions the Code of Conduct of Tour de Cure. As such, we expect leaders to demonstrate these expectations individually and through the leadership of their teams.

### 3. Ethical Decision Making

Making the right decision may not always be easy as you may encounter varied and complex situations. Our people are required to take reasonable steps to make informed, ethical and lawful decisions.

Whilst legislation and organisational policies, rules and guidelines will direct or inform how to deal with certain matters, they cannot prescribe every situation or experience. It is an expectation our people will be supported by leadership, including Tour de Cure management, employees and Board members, and our people should feel free to consult with their leader to ensure compliance with Tour de Cure values, standards and policy.

### 4. Treating each other with respect

Whenever working or talking about, team members, event participants or others connected with Tour de Cure, or when discussing Tour de Cure on social media you should:

- treat everyone with dignity, courtesy and respect
- not make insulting, demeaning, threatening, sexual or discriminatory comments to or about someone (even if the other person is not mentioned by name)
- not send sexual or offensive pictures or videos
- not disclose personal information about other team members or event participants not post or share anything about team members, event participants or other people connected with Tour de Cure.

# Tour de Cure

## Code of Conduct



### 5. Health and Safety

We care deeply about the safety, health and wellbeing of our people. We are all responsible for working together to make sure that anyone who works at Tour de Cure or participates in our events goes home safely. To ensure this occurs we expect our people to;

- Satisfy any medical requirements and expectations around event participation
- Look out for their own and others safety
- Immediately stop any job or task which they believe is unsafe.
- Adhere to any Tour de Cure safety procedures, briefings or instructions.
- Do not use or be in possession of illicit drugs.
- Only consume alcohol in a responsible and safe manner and ensure that you meet the legal requirements of driving and/or riding on public roads as appropriate.

For more information, please see the Workplace Health and Safety policy.

### 6. Information Handling

Tour de Cure obtains, receives and holds to carry out its functions and to manage events. This data and information contain confidential and personal information which must be collected, used, disclosed and managed sensitively and appropriately. You may be responsible for the appropriate collection and handling of confidential, private and sensitive information and maintaining the integrity of such information. Unless specifically authorised by law, you must not collect, access, use or disclose any information if it is not your role to collect, access, make use of or disclose the information.

For more information, please see the Privacy policy.

### 7. Social Media Use

The use of social media use increases the visibility and accessibility of Tour de Cure. Our people must seek written approval prior to making public statements, about or on behalf of or to represent Tour de Cure, including through social media platforms. We encourage our people to live our values when sharing personal stories relating to our organisation on social media platforms.

# Tour de Cure Code of Conduct



## 8. Use of Tour de Cure Resources

Our resources including equipment, facilities and funds have been acquired to deliver on our mission and must be used appropriately for the organisation. Our people must not use Tour de Cure resources for personal use without prior approval from your Leader and be conscious of using these resources in an appropriate manner.

## **5. If you have a concern**

There are several different ways you can raise concerns. This includes speaking to your team leader or the Event Manager (if a participant or volunteer). If you don't feel comfortable raising concerns with them, or if the matter is more serious, contact our CEO.

## **6. Review**

This policy will be reviewed as applicable and may be changed at the absolute discretion of Tour de Cure.

## **7. Related Policies**

- Workplace Health and Safety policy
- Privacy policy
- Social Media policy
- Disciplinary policy
- Bullying, Harassment and Anti-Discrimination policy

## **8. Contact for questions**

Manager or CEO

## **9. Document Control**

Revision	Date	Owner	Description of Changes
20.02	200 20.5.22	CEO	