

Policy Manager:	CEO/President
Date Issued:	October 2010
Expiry Date:	September 2011
CODE OF CONDUCT	



PURPOSE AND SCOPE OF THIS DOCUMENT

This **Code of Conduct** sets out PCF ethics, values and procedures, and provides guidance on compliance with the law in all business dealings and decisions.

POLICIES

- 1.0** Conflicts of Interest – when an individual's own interests (financial or otherwise) or those of family or close associates interfere, or appear to interfere, with PCF's interests)
- 1.1 Board Members, Members, and Employees will:
- Comply with Rules 4.4 and 5.4 of PCF's Rules,
 - Act in PCF's best interests at all times,
 - Disclose potential conflicts of interests at the commencement of all Board meetings, and
 - Otherwise immediately disclose and avoid or eliminate the conflict or abstain from participating in any discussions or decision-making process in relation to the subject matter of the conflict, and in exceptional circumstances consider resigning.
- 1.2 Board Members, Members and Employees will at all times advance PCF's legitimate interests and will not use PCF's property (including its name), information, or position for personal gain.
- 2.0** Confidentiality
Board Members, Members, and Employees may acquire information not generally known to the public or other organisations. This information is the property of PCF and it is improper, whether deliberately or carelessly, to disclose it to any other person unless the disclosure has first been authorised by PCF's Board.
- 3.0** Board Members will, to the best of their knowledge and ability
- Respect, act in a manner appropriate to, and safeguard PCF's charitable status,
 - Prepare themselves for and actively participate in meetings, promptly carry out tasks assigned to them, and (depending on their availability) attend PCF-related functions,
 - Respect and carry out the duly made decisions of General Meetings and the Board,
 - Engage in and promote honest and ethical conduct, including the ethical handling of actual and apparent conflicts of interest,
 - Provide full, fair, accurate, timely and understandable disclosure in reports and documents;
 - Comply with applicable laws,
 - Promptly report any information concerning significant deficiencies in the design or operation of internal controls that could adversely affect PCF's ability to process, summarise and report financial data and information useful to the members,
 - Promptly report any information concerning any fraud, whether or not material, that involves the Board.
- 4.0** Employees will, to the best of their knowledge and ability:
- Respect, act in a manner appropriate to, and safeguard PCF's charitable status,
 - Fulfill all legal employment obligations and comply with their Employment Agreement,

- 4.3 Maintain core principles of confidentiality, transparency, accurate preparation and efficient delivery in relation to PCF's information and their responsibilities,
- 4.4 Through the use of sound systems of controls, safeguard PCF's charitable status and assets and manage its risk exposure,
- 4.5 Act with integrity in all PCF activities, including interaction with members, clients and suppliers, and, in particular, avoid conduct that is misleading or deceptive, or is likely to mislead or deceive, and at all times comply with all applicable laws.

5.0 Members will, to the best of their knowledge and ability:

- 5.1 Respect, act in a manner appropriate to, and safeguard PCF's charitable status,
- 5.2 Prepare themselves for and actively participate in meetings,
- 5.3 Respect and carry out the duly made decisions of General Meetings and the Board,
- 5.4 Engage in and promote honest and ethical conduct, including the ethical handling of actual and apparent conflicts of interest.

Policy Manager:	CEO
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COMMUNICATIONS POLICY	



1. PURPOSE AND SCOPE OF THIS DOCUMENT

The over-riding consideration for all communication by PCF officers, employees and members is adherence to the PCF Mission Statement:

To create or enhance an environment to empower men to make informed decisions about the diagnosis and treatment for prostate cancer.

Scope :

- External Communication Policy
 - Dealing with the news media
 - Newsletters
 - Postal Mail
- Internet
 - PCF website
 - social media
 - blogs
 - external email
- Internal communications
 - phone
 - email
 - texting
 - Membership Lists

2. EXTERNAL COMMUNICATION POLICY

News Media

In general, only the PCF President is authorised to make statements to the news media on behalf of the PCF.

The President may, when appropriate, authorise other PCF Board members or the CEO to make statements.

PCF members, including Board members, branch chairs and members may reiterate statements from the President and/or CEO without needing to seek prior authorisation.

On occasions it will be appropriate for PCF branch representatives to give interviews and disseminate information to their local media outlets about local prostate cancer initiatives. These do not need prior authorisation by the PCF CEO: however, such information must be confined to the local initiative, must adhere to the PCF's Mission Statement, and must not encroach on matters of PFC policy that are the preserve of the PCF President.

Newsletters:

The CEO and the Secretary may, from time to time distribute newsletters related to the activities of the Foundation and the Board. These will be pre-approved by the President and/or the Board.

Copies of Branch and Support Group newsletters must be sent to the Secretary and CEO.

Postal mail:

PCF Letterhead paper can only be used by the CEO, President, Secretary and Treasurer. An electronic copy of all correspondence must be stored on the PCF server.

Internet

PCF website: Day-to-day operation of the official PCF website shall be the responsibility the CEO. PCF will own retain ownership of www.prostate.org.nz, www.blueseptember.co.nz, www.blueseptember.org.nz and www.testicular.org.nz

Policy concerning the design, content, links, technology and other matters related to the website's operation shall be the responsibility of the PCF CEO.

The PCF website shall publish up-to-date versions of the following:

- The PCF Constitution.
- A list of contacts for Board members, including name, landline phone, cell phone and email address.
- A down-loadable application form for membership of the PCF that includes the applicant's landline phone number, cell phone number and email address.
- The President's annual report for the past five years.
- The audited set of accounts presented at the last annual general meeting.
- A list of grants made for research and other purposes, including the name and organisation of the recipient, the purpose of the grant, the amount of the grant, and its timing.
- All scheduled branch activities and a summary of the previous 2 months activities
- Monthly Presidents reports to the branches and an archive of the previous 12 months reports.
- Such other information as the CEO or the Board from time to time decides

Social media: The PCF CEO alone shall be responsible for setting up and using social media network tools such as Facebook, Twitter and others like them for the purposes of promoting the Mission Statement of the PCF. However from time to time this will be delegated to others (this delegation will always be carried out in writing).

Nobody may use the name or branding of the Prostate Cancer Foundation of New Zealand in connection with any social media site without the written authorisation of the PCF CEO.

Any member of the PCF writing on a social network site must respect the objectives of the PCF Mission Statement.

Blogs: Nobody may use the name or branding of the Prostate Cancer Foundation of New Zealand in connection with any blog without the written authorisation of the PCF CEO.

Any member of the PCF writing on a blog must respect the objectives of the PCF Mission Statement.

External Email: All emails committing the PCF to an action must be stored on the PCF server and the sender must be aware that these commitments etc made to overseas organisation being subject to the country's law i.e. Sarbanes-Oxley Act. with PCF, involvement with various organisations in USA and Europe.

3. INTERNAL COMMUNICATION POLICY

The primary responsibility for communicating information within the PCF rests with the President and the CEO. The latter shall do so in accordance with his/her responsibilities as outlined in the CEO's position description and/or at the instruction of the Board.

Internal communications may take the form of phone call, email, postal mail or texting.

Phone calls:

Board Members may make international and national toll calls chargeable to the PCF as required.

Branch Chairs may make national toll calls as required by the day-to-day operation of the PCF and reclaim the cost of these on a monthly basis.

Other members of the PCF Board and Branch Chairs may make claimable toll calls if these are first authorised (by text or email) by the President or CEO.

Email:

Email shall be used as often as possible as the primary means of communicating information within the PCF and where possible this will be via the PCF mail server.

Document scans shall be recognised as official documents for the purposes of communications within the PCF and remain the property of the PCF.

The use of the 'reply all' tab on emails containing board related emails is discouraged and if used the sender must check that only board members are included in the reply

Emails communicating matters concerning policies, operations, projects, funding, etc, shall, until authorised by the President and CEO, be sent only to the President and CEO and to any other individual Board member with whom the sender may be working on that matter.

Texting:

Board members and employees shall, whenever possible, use texting as a means of making short communications that do not require the length of an email or phone call and are not for board or contractual matters.

Membership Lists:

- Only Board members and the CEO have access to the Membership List available on the web site
- The Secretary or the CEO is responsible for updating the information related to Membership.
- The CEO may, subject to conditions requested by individual members, supply information to Branch Chairs about members in their region.

Policy Manager:	CEO
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CONTRACTOR MANAGEMENT POLICY	



1. PURPOSE AND SCOPE OF THIS DOCUMENT

This document defines the process under which PCF will select and manage its contractors.

2. LEGAL FRAMEWORK

§ Section 6 of the Health and Safety in Employment (HSE) Act 1992 ("the Act") requires **employers** to take all practicable steps to ensure the safety of their employees at work. It includes the specific requirement that employers must provide and maintain a safe working environment.

§ Section 18 of the Act requires all **principals** to a contract to take all practicable steps to ensure no contractor or subcontractor or their employees are harmed while carrying out work they are engaged to do.

3. DEFINITIONS

A **Principal** is any person or organisation who engages any person to do any work for gain or reward. A principal may be both an employer and a person or company who controls a place of work, such as PCF.

A **Person who controls a place of work** includes any owner, occupier, lessee or person in possession of a place of work, such as PCF.

A **Contractor** is any person engaged by another person or organisation (otherwise than as an employee) to do any work for gain or reward. The gain or reward is not required to be monetary. The contract does not have to be in writing. Subcontractors are included in this definition.

A **Major Contract** undertaken by PCF is one where people or organisations are engaged to perform contracting work for PCF, and that work has at least two of the following characteristics:

- The work is complex in nature
- The monies generated are significant
- The contractor will be required to be working for longer than one week at a time.

A **Minor Contract** undertaken by PCF is one where people or organisations are engaged to perform contracting work for PCF, and that work has at least two of the following characteristics:

- The work is routine and non-complex
- The monies generated are low
- Contractor will be unlikely to be working for more than one week in total.

4. CONTRACTOR SELECTION

All contractors performing work for or on behalf of PCF must be able to demonstrate that they have implemented, and continue to maintain, management systems for the control of health and safety.

Contractors should also be able to demonstrate adequate control of quality assurance and have expertise in the contract area.

5. CONTRACTOR ENGAGEMENT

The PCF CEO when engaging the contractor will make an assessment of the complexity of the contractor's work, with regard to the definition of major, minor or continuous contracts in section 3 above.

5.1 Major Contracts

The contractor must submit evidence of qualifications that are suitable for contract tasks together with a training plan to ensure currency of the skill sets. No work will be undertaken by the contractor until the PCF CEO is satisfied that the risks associated with the contractor's work have been managed adequately.

The PCF CEO is responsible for:

- ▲ Checking the Contractors references
- ▲ Ensuring the contractor maintains the correct skill sets and qualifications for the contract.
- ▲ Regularly monitoring Performance

5.2 Minor Contracts

Where the work is considered to be minor the PCF CEO is responsible for:

- ▲ Checking the Contractors references
- ▲ Ensuring that the contractor maintains the correct skill sets and qualifications for the contract.

8. MONITORING OF CONTRACTOR'S PERFORMANCE

The contractor's performance will be monitored throughout the contract. The method and frequency of the monitoring will be determined by the size and extent of the contract; however, a documented record is required. Contractors engaged on major contracts will have their performance reviewed at least once during the contract. PCF's CEO is responsible for ensuring that appropriate monitoring takes place in all contracts.

At the conclusion of each contract, a contractor's performance evaluation will be conducted. Where serious performance issues arise the contractor will be asked to respond to concerns raised. Failure to respond in an appropriate manner will render the contractor liable for removal from PCF's preferred suppliers list.

9. DOCUMENTATION REQUIREMENTS FOR CONTRACTORS

The CEO will be responsible for checking that the contractor does not have an exclusion note in the approved contractors list and has on the obtained the following documentation.

		MAJOR CONTRACTS	MINOR CONTRACTS
ITEM	WHEN		
Written Contract	Before contract begins	X	
Briefing report	Monthly	X	
Contractor Performance Review	At contract completion	X Annually	X

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GOVERNANCE	



PURPOSE AND SCOPE OF THIS DOCUMENT

The **Policy on Governance** sets out policies relating to the governance of PCF by the Board and General Meetings.

The Board as PCF's governing body and its employees, members and volunteers need to be clear about their respective roles. Through General Meetings of members and then the Board PCF is **governed** (provided with direction, leadership and control) while the job of the CEO and any employees, members and volunteers is to **manage** the operations of PCF. The Board's role is to oversee management, not to manage, and to be satisfied that the CEO is doing his/her job in accordance with PCF policy and resources.

POLICIES

6.0 Board Roles and Functions

1.3 **The** Board's core roles include:

- (e) *Guarding values* – including ensuring observance of PCF's Rules, articulating and protecting PCF's charitable purposes, mission (including Strategic Plan), priorities, values, reputation and brand,
- (f) *Facilitation* – including fostering relationships with key stakeholders and associated organisations working in the area of men's health, and
- (g) *Advocacy* – including advancing PCF's aims by lobbying and submitting to Government, government agencies, medical organisations, associated organisations working in the area of men's health, District Health Boards, doctors and nurses, and promoting PCF's message to the public.

1.4 The Board's core functions include:

- (a) Setting and monitoring PCF's objectives and policies, mission, purpose, direction, priorities and strategies within the scope of PCF's Rules and legal obligations
- (b) Actively maintaining positive relationships with PCF's members and involving them in realising PCF's mission,
- (c) Specifying and prioritising key outcomes and ensuring there are adequate resources (people and finances) to achieve these,
- (d) Appointing and supporting the CEO, assigning tasks to him/her, monitoring and evaluating his/her performance, and rewarding or replacing him/her as necessary,
- (e) Being accountable to its members for the advancement of PCF's charitable purposes,
- (f) Managing risks,
- (g) Supporting management in the realisation of PCF's mission,
- (h) Ensuring it complies with statutory, constitutional and contractual requirements and PCF's objectives and policies,
- (i) Monitoring PCF's programmes and services,
- (j) Regularly evaluating the environment in which PCF operates to ensure that what PCF seeks to achieve remains relevant and achievable,
- (k) Influencing decisions and finances,
- (l) Reporting, at least quarterly, to members,
- (m) Setting standards for and evaluating its own governance performance, and
- (n) Maintaining a Board members' succession plan.

7.0 Board-CEO relationship

The Board and CEO will have an effective and productive relationship if:

- (a) They mutually respect their separate but interdependent roles and responsibilities,
- (b) They clearly and unambiguously define the results to be achieved,
- (c) They establish clearly defined and documented delegation and authority,
- (d) They mutually agree on the freedom the CEO has to carry out his/her role and tasks,
- (e) The Board evaluates the CEO's performance through a fair, ethical and transparent process, and
- (f) They are able to engage in robust debate and are mutually willing to challenge and to offer and receive constructive criticism.

8.0 Board Members

3.9 Immediately following election, new Board members will be formally inducted into their governance role and PCF's work and provided with a folder (periodically updated) which includes:

- (a) PCF's current Rules,
- (b) An explanation of the nature of charitable entities and the responsibilities of Board members as charitable trustees,
- (c) PCF's current policies and procedures
- (d) PCF Board members' current job descriptions, and
- (e) PCF's current strategic plan

3.10 Each Board member will familiarise him/herself with PCF's current Rules, this Governance Policy and the Conflict of Interest Policy, and the other material provided to the Board member under section 3.1 above and any updates issued from time to time.

9.0 Board Self-Evaluation:

4.1 The Board will at least once a year (six months after each election) assess its performance to check that the Board is operating effectively, accountably and transparently, and to identify opportunities for improved performance.

4.2 The Board's self-evaluation will include questioning:

- (a) The state of its relationships and communications with members and stakeholders,
- (b) How well PCF's strategic plan links to the work within PCF,
- (c) Is the Board agreed on the things PCF should be doing and is PCF doing them well,
- (d) Did the Board allocating appropriate time to the right things,
- (e) Are all PCF's legal obligations being met,
- (f) Is the CEO satisfied,
- (g) Are PCF meetings well run and is the information received at them sufficient,
- (h) Are PCF committees working well and do they have the right relationship with the Board,
- (i) Do Board members feel their skills are being used and their contribution valued,
- (j) How is the President performing in his/her role, and
- (k) Does the Board have a good relationship with the CEO.

10.0 Being an effective charity (adapted from the Charities Commission publication available at <http://www.charities.govt.nz/LinkClick.aspx?fileticket=B7%2bumHFy6tg%3d&tabid=243&mid=912>)

5.1 PCF should be clear about its purposes and direction, and clear about the characteristics and needs of its beneficiaries, its charitable purposes and vision, and use this knowledge to guide its decisions and activities.

5.2 PCF will:

- (a) Be able to explain how all its activities relate to and support its stated charitable purposes,
- (b) Be independent and recognise that it exists to pursue its own charitable purposes,
- (c) Consider future sustainability, balancing what is needed now with what may be needed in the future, and

- (d) Actively review its charitable purposes in relation to its beneficiaries' needs.
- 5.3 PCF will have a strong Board making all the significant decisions and recording them clearly, understanding their own and PCF's responsibilities and obligations, providing guidance to enable PCF to carry out its work and achieve its purposes. The Board will:
- (a) Ensure PCF is constituted and operates in accordance with its Rules,
 - (b) Operate through governing structures appropriate to PCF's size and activities,
 - (c) Maintain good records of its decisions, and
 - (d) Clearly understand the respective roles of all involved in governance and management.
- 5.4 As an effective charity PCF will ensure that those who govern and manage PCF have the right qualities and competence govern, manage and support the delivery of its services, and PCF's Board will:
- (a) Ensure its members understand that they must act only in PCF's interests,
 - (b) Identify and manage potential or actual conflicts of interest,
 - (c) Identify the mix of skills, knowledge and experience necessary for the efficient and effective administration of PCF, and
 - (d) Recruit, retain and actively develop staff and volunteers to build PCF's skills and resources.
- 5.5 Consistent with its purpose and the public benefit it provides, PCF's structure, policies and procedures will enable PCF to efficiently deliver services for the public's benefit and to engage as required cross culturally and with iwi, hapu and urban Māori, and PCF will:
- (a) Welcome and act upon feedback (positive as well as challenging) from its beneficiaries and other people with an interest in PCF about the services it provides and the areas where improvements could be made,
 - (b) Look at and assess innovative and effective ways of working towards achieving its purpose and vision,
 - (c) Implement policies and procedures to protect and support its beneficiaries, and
 - (d) Recognise and value equality and diversity in beneficiaries, staff and volunteers, and in all aspects of its activity.
- 5.6 PCF will maintain a focus on learning and improving by assessing its own performance, and monitoring changes in relevant social trends and the experiences of other charities in similar areas. Using this knowledge, PCF will seek to improve its performance and efficiency, learn new and better ways to achieve its purposes, guide its planning and influence its future direction. PCF will:
- (a) Work internally to improve efficiency, to better use funds, and to better deliver benefits and services to beneficiaries,
 - (b) Using such knowledge, seek to improve its performance and efficiency, learn new and better ways to achieve its purposes, and guide its planning and influence its future direction,
 - (c) Actively share ideas, resources and experiences with other charities and use opportunities to be connected to the wider charitable sector, and
 - (d) Consider collaborations and partnerships with other organisations.
- 5.7 As an effective charity PCF will identify the financial and other resources needed to achieve its purposes, and obtain, control and manage those resources to achieve the best possible value from them. PCF will:
- (a) Identify and comply with relevant legislation and seek information and professional advice where necessary,
 - (b) Consider the sources of its income and have a strategy in place to raise the funds and other resources it needs, and
 - (c) Apply the energy of its members, volunteers and supporters effectively.
- 5.8 As an effective charity PCF understands that the public has a valid interest in it, and will manage its accountabilities to its stakeholders and to the public in a way that is timely, transparent, and understandable. As a result, PCF will:

- (a) Comply with its legal obligations (and best practice), and be able if needed to report on what PCF has done for the public benefit during the year,
- (b) Be able to explain how its activities support its beneficiaries and those who rely on its services, and
- (c) Review its fundraising strategies and activities to ensure that they comply with good-practice standards, taking account of any relevant ethical issues.

Policy Manager	CEO
Date Issue	November 2010
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GRANTS POLICY	



PURPOSE AND SCOPE OF THIS DOCUMENT

This document describes the Prostate Foundation's process for granting funds for research or other expenses. There are six sections to this policy:

- 1) availability of funding
- 2) a guide to the kinds of research or costs the Foundation will fund
- 3) the eligibility of applicants
- 4) the process for applying for a grant
- 5) deadlines for applications
- 6) reporting

1. AVAILABILITY OF FUNDING

The availability of money for Grants is dependent on:

- a) the Foundation's Strategic Plan in any given year
- b) the level of funds raised or interest accrued by the Foundation in any given year
- c) the number of grants requested

2. A GUIDE TO THE KINDS OF RESEARCH THE FOUNDATION WILL FUND

Principle: The Foundation will fund only such research or costs as are consistent with the Foundation's aim as set out in its Rules. This might include:

- a) Grants for Scientific Research into detection, prevention and treatment of prostate cancer or male-specific cancer
- b) Grants for nurses, researchers or other personnel who work in the area of prostate cancer or male-specific cancer to attend meetings and courses,
- c) Grants for equipment or services related to research or palliative care in connection with prostate cancer or male-specific cancer

3. THE ELIGIBILITY OF APPLICANTS

Applicants should generally be:

- a) In terms of Research:
 - a. Carrying out the research within New Zealand
 - b. Suitably qualified
 - c. Involved in research which is consistent with the Foundation's aim as set out in its Rules.
- b) In terms of meetings or courses:
 - a. Upgrading their knowledge to improve their effectiveness in carrying out their duties in the area of prostate cancer or male-specific cancer

- b. Likely to remain employed within New Zealand for a reasonable time (i.e. to give New Zealanders the benefit of the costs of upgrading)
 - c. preference will be given to applicants who are attending conferences to present papers on to their work
- c) In terms of equipment or services:
- a. costs related to research
 - b. costs related to palliative care
 - c. costs related to pastoral care: i.e. making connections between people and caring for people involved with prostate cancer or male-specific cancer

4) **THE PROCESS FOR APPLYING FOR A GRANT**

- a) All applications must be made on the 'Applications for a Grant' form available from 'Downloads' on the Foundation's website – <http://www.prostate.org.nz/downloads>
- b) Applications which are not fully completed will be returned to the applicant.

5) **DEADLINES FOR APPLICATIONS**

- a) Grant applications open annually on 1st October and close on 30th November each year.
- b) Allocation of grants money will be announced by the end of February in the following year.

6) **CONDITIONS**

- a) Grants must be used only for the purposes they were given
- b) If grant monies are not being used within 3 months of the advised start date for the project the funds must be returned to the Prostate Cancer Foundation unless new dates have been negotiated with the Foundation
- c) Any funds unused after the period specified in the applications must be returned to the Prostate Cancer Foundation unless an arrangement has been made with the Foundation.

7) **REPORTING**

Those who are granted funds will be expected to:

- a) share their work
- b) provide progress reports annually for the Foundation's AGM, and also a final report on the completion of the project.
- c) allow the reports to be used in Prostate Cancer publications including web site, brochures, information packages
- d) agree to interviews by media
- e) speak at Prostate Cancer meetings, within reason.

Policy Manager:	CEO
Date Issue:	November 2010
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INFORMATION SECURITY POLICY	



1. PURPOSE & SCOPE OF THIS DOCUMENT

In accordance with the Risk Management policy, this document specifies policies for the security of electronic information held on the PCF server.

2. RELATED DOCUMENTS

Currently nil

3. SYSTEM SECURITY

An integrated information system requires tighter control over data security compared to paper based systems. The Foundation stores information requiring strict privacy controls and this sensitive information should not be shared outside the managing body of the Foundation. The information system itself and the various applications residing on it, have a range of data security measures, password controls, etc. The CEO will decide the level of access authorisation each user will have.

Users who find they have accessed either programs or data outside of their authorisation **are required to immediately notify the CEO.**

Users must **never** disclose their own password to another person other than the CEO (who may need it to test software access). Clearly this means that it must not be written somewhere obvious. Similarly passwords are not to be set up to be entered automatically by function keys.

3.1. Password Control.

Passwords are controlled by the PCF server's 'group policy' systems

- Passwords have a 90 day life and you will be notified of expiry 14 days in advance
- Users' accounts will lock if the user wrongly enters a password 3 consecutive times
- Passwords cannot be reused
- Passwords will be greater than 6 characters and must contain a mixture of at least 2 numbers and 1 capitalised letter. E.g. Notdogsname12

3.2. Security Levels

There will be 4 levels of security controlled by Microsoft Active Directories and Group Policies:

Level 4 Users

These users require access to www.prostate.org.nz to obtain information about men's health via the internet. These users will not have access to PCF documents or systems other than the website they will not access the PCF server

Reading publicly available information

Level 3 Users

Prostate Cancer Foundation Members with login rights.

These users require an environment to view the data from the members areas of the website / extranet. Information will be a collection of PDF and web based documents and videos. This level of user has no editing rights or access to PCF documents other than those loaded to the extranet and will not access the PCF server

Reading Controlled Information

Level 2 Users

Prostate Cancer Foundation Committee Members

These users have access via broadband and the Microsoft RDS environment to both view and edit the data in the virtual office. These users can also import to and export information from the server. This group will have a PCF email account.

A degree of trust is placed on these users and they may have access to information controlled by privacy laws.

Reading, writing, importing, exporting and mail

Level One Users

Prostate Cancer Foundation National Office staff

These users have access via broadband and the Microsoft RDS environment to both view and edit the data in the virtual office. These users can also import to and export information from the server. This group will have a PCF email account.

A high degree of trust is placed on these users who will have access to information controlled by privacy laws as well as financial and contractual information.

This group will have access to the PCFs most sensitive records that may include members' personal records.

Reading, writing, importing, exporting and mail

4. USE OF COMPUTERS CONNECTED TO THE PCF SERVER

All users with access to the PCF server will connect via a secure web link using Microsoft RDS. No PC, with the exception of the Information System Manager's, will be able to connect directly to the server. Computers will have access to PCF information and should be secured when connected to ensure information remains confidential. Therefore PCs must not be left unattended. Information available from the server is not to be used by family or friends.

5. MALICIOUS SOFTWARE

Malicious software presents an increasingly serious security problem for computer systems and networks. Malicious software includes viruses and other destructive programs, such as Trojans and network worms. This type of software is often written as independent programs that appear to provide useful functions but also contain malicious programs that can be very destructive. It can be quickly spread through emails, the internet, shareware and users unknowingly copying and sharing these programs in an unauthorised manner. Networks are particularly vulnerable as they allow very rapid spread of the virus to all systems connected to the network.

PCF's dependence on the server, personal computers (PC's), and office automation makes us susceptible to malicious software "attacks".

The PCF operates a firewall and virus protection but requires that system users' PCs must have effective and up to date virus protection software installed.

A serious impact on the credibility of PCF would result from being identified as the source of malicious software. Therefore, all software and data leaving the PCF server must be checked for viruses or other malicious coding.

6. DATA OWNERSHIP

All information on the server is the valuable property of PCF and may be used or disposed of as the PCF sees fit, and is not to be copied for unauthorised use. Personal files will be controlled in line with practices that meet the NZ privacy laws.

Any user who makes unauthorised additions, deletions or alterations or discloses to other parties data, software or summaries of either, may be guilty of theft.

7. SERVER PHYSICAL SECURITY

The server will be located in a secure and air conditioned location (negotiations are underway to locate the server in a corporate server room located in Dunedin).

8. BACKUP TAPE STORAGE

Nightly backups will be undertaken of all information; these tapes will be held 'offsite' in a secure location.

COMPLIANCE

Failure to strictly comply with this policy will result in the user account being locked and the issue dealt with appropriately

Policy Manager:	President
Date Issue:	10/4/2011
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MEDICAL ETHICS POLICY	



1. Introduction

The Foundation is a non-medical organisation and as such must be careful to make a clear statement as to its involvement with diagnosis and treatments of male specific cancers.

This policy details the Foundations position on: -

- medical records
- PSA testing
- the supply of drugs and treatments.
- personal information for the purposes of support

2. Ethics

2.1 Medical Records

Except for circumstances outlined under Section 4 of this policy, the Foundation will not store medical information about either the public or PCF members, even if prior permission has been given.

Where records exist these records will be destroyed, unless held for the purposes of Section 4 of this policy.

Where researchers want to connect with members for the purposes of research, the process will be:

- 2.1.1 The researcher will contact Head Office with a request.
- 2.1.2 An appropriate PCF Ethics Committee will evaluate the request.
- 2.1.3 If the Ethics Committee approve the request, the request will be emailed to all PCF members. Members who wish to participate will be requested to contact Head Office. At no time will the membership list be given to a researcher.
- 2.1.4 The names and contact details of those who wish to participate will be passed to the researcher.

At no time will any research data containing personal medical information be handled or stored by the Foundation.

3 PSA Testing

The Foundation's position on PSA testing is as follows: -

- 3.1 The Foundation actively encourages regular PSA testing of men over the age of 40
- 3.2 All PSA testing must be undertaken by trained medical staff
- 3.3 Men must be fully briefed by a medical professional about the procedure and its implications, prior to undergoing the procedure.

- 3.4 Where testing is carried out other than at a Medical Centre, (e.g. from mobile facilities) information collected must be made available to the medical practice of which the man is a client. This will be done as soon as the records are available. These records must be stored in accordance with the privacy act and no records will be stored by PCF.
- 3.5 A medical professional must be available to discuss the results of the test. Where the man is a client of a medical practice he must be given the opportunity to discuss the results with the medical practice.
- 3.6 The Foundation will not undertake PSA procedures
- 3.7 No member of PCF will undertake procedures that are outside the guidelines 3.1 to 3.6 above.

4. PERSONAL INFORMATION FOR THE PURPOSES OF SUPPORT

In its efforts to support men with prostate cancer and their families, the Foundation will from time to time need to connect men who have had similar experiences and/or treatments.

4.1 To this end the Foundation will maintain a database of members' treatments, if given their permission, and if they indicate their willingness to participate in the support process.

4.2 The database will contain the treatments undergone in the simplest terms, and any other information the member thinks may be of use in the support function.

4.3 The information will be available only on a need-to-know basis to Foundation members who are involved in the support function.

4.4 The database will be administered by the Secretary and CEO

4.5 From time to time during support conversations, personal medical information will be given to the Foundation. Members handling this information must inform the person supplying the information that Foundation is non-medical and the information will be destroyed as soon as the enquiry has been completed.

Drugs and Medical Equipment

The Foundation is a non medical organisation and is therefore will not recommend courses of treatment or provide funding for treatments for male specific cancers since it lacks the expertise to evaluate the treatment or evaluate the effectiveness of the treatments

The Foundation will act as an advocate for the introduction of new and more effective male specific cancer treatments and diagnostic procedures. The Foundation will work with Government departments to ensure the men of New Zealand have access to the most effective diagnostic facilities and treatments that are economically feasible for male specific cancers.



Policy Manager	CEO
Date Issue	November 2010
Review date	October 2011
PATRONS POLICY	

PURPOSE AND SCOPE OF THIS DOCUMENT

This document covers:

- 1) Definition of a Patron
- 2) Reasons why PCFNZ needs Patrons
- 3) Classes of Patron and numbers
- 4) Appointment and Duration of tenure

1) DEFINITION OF A PATRON:

A Patron may be described by one or a collection of the following:

- a) One who supports or champions Prostate Cancer Foundation of New Zealand
- b) A sponsor, benefactor, advisor
- c) A person who supports PCFNZ with money, gifts, efforts, influence or endorsement
- d) One whose life is so noteworthy that his/her association with PCFNZ helps build the organisation's credibility

2) REASONS WHY PCFNZ NEEDS PATRONS

Patrons assist the efforts of the PCFNZ by:

- a) being named on group literature / publicity material
- b) being interviewed in the media
- c) generating media coverage
- d) hosting or attending fundraising or other events
- e) raising funds by encouraging contributions and sponsorship
- f) contributing to the public image of the PCFNZ
- g) attracting new supporters and members
- h) providing specialist advice or opinion
- i) representing PCFNZ to government or other organisations

3) CLASSES OF PATRON AND NUMBERS

Patrons might be appointed:

- As acknowledgement for past works on behalf of PCFNZ
- To front, or carry out, future works.

PCFNZ policy will be to appoint Patrons who will represent a range of PCFNZ activities and interests. These might include, but not be limited to:

- a) Medical advice and advocacy
- b) Fund raising and publicity
- c) Expanding membership
- d) Lifting public profile

There is no need to limit the number of Patrons.

4) APPOINTMENT AND DURATION OF TENURE

Considerations:

- We will not know in advance whether Patrons are going to be successful.
- It is not necessary to recruit a patron permanently. Patrons can be appointed for specific projects of a defined period.
- For PCFNZ, defined period Patronage gives some protection if the celebrity fades from the public eye, or becomes controversial in any way.
- The Celebrities know they are not being asked to sign up to an ongoing role which they may feel they will not be able to honour for an indefinite time.
- Fixed term Patrons can be appointed permanently at any time.

Process:

- Decide whether the appointment is a reward for past services, or for work to be done in the future.
- Be clear idea of the duties we require our patrons to perform and talk this through with them.
- Reach a mutual agreement about their duties and the period of the 'contract'.
- The President or CEO will approach the prospective Patron.
- Appointment will be made by letter signed by the President and CEO.

Policy Manager:	CEO
Date Issue:	9 April 2010
Review Date:	September 2011
PURCHASING CONTRACTS	



1. PURPOSE AND SCOPE OF THIS DOCUMENT

The purpose of this Procedure is to detail how purchases will be made by the Prostate Cancer Foundation.

2. REQUESTS FOR QUOTATIONS (RFQ)

Quotations for purchases of significance will be obtained using the PCF Request for Supply Quotation document.

Unless approved by the CEO, quotations will not be obtained from organisations that specificity excluded from the Contractors register.

Contractors will be required to give a written assurance that they take full responsibility for all Health & Safety and have the skill sets required for the task prior to commencing work. The form should be sent as part of the RFQ package. Subcontractors that have previously supplied this documentation are listed in the Approved Contractors register and need not be sent the form.

3. PURCHASES FOR SUPPLY

The basic premise is “**No order, no purchase**”

No order will be placed without the accompanying PCF purchase order number, generated by HO staff and duly authorised according the Financial Delegation policy.

When the purchase order is raised four things must be entered on the purchase order

- Who the supplier is
- What is being purchased – (description and quantity)
- What or where it is being purchased for
- How much it will cost – (estimated or actual price)

4. PURCHASES FOR SUBCONTRACTS

The Contract Agreement will be based on the PCF Contract Management Policy and PCF Standard Conditions of engagement, PCF HO will arrange for its execution by the Subcontractor and the PCF CEO or representative according the Financial Delegations policy.

All relevant documentation will be forwarded to the subcontractor to allow them to fulfil their obligation. Such documentation would include all relevant job specifications.

The contractor will be liable for execution and compliance with all procedures and instructions issued by PCF in connection with the contract.

Payments owed to subcontractors may be subject to retentions.

5. RECORDS

Purchase Orders, Contract Agreements and accompanying information will be retained with the appropriate contract / job file on the server.