

**Policy A.5.**  
**Code of Ethics**



**Fondation de l'Hôpital**  
Brome-Missisquoi-Perkins  
**Hospital Foundation**

**Updated Friday, November 21, 2025**



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## Code of Ethics – Philanthropy

Our foundation aims to adopt best practices in philanthropy. Therefore, the directors, employees, volunteers, and other stakeholders (hereinafter referred to as "Members" of the BMP Foundation) involved in the activities of our organization (hereinafter referred to as the "Organization") commit to becoming aware of and diligently acting to comply with the following statements:

### PUBLIC TRUST, TRANSPARENCY AND CONFLICTS OF INTEREST

1. Members must not participate in any activity that could harm their organization and its directors (including their mandate), its employees, its donors or any other aspect related to its image.
2. Members must not participate in any activity that may conflict with their fiduciary, ethical and legal obligations to their organization and its donors or their mandate.
3. Members must disclose any conflict or risk of conflict of interest; such a declaration does not prevent or imply any ethically reprehensible practice.
4. Members must not exploit relationships with a donor, prospective donor, volunteer, partner, or employee for their own benefit or that of another organization.
5. Members must comply with all local, provincial, federal, or state civil and criminal laws.
6. Members must recognize the limits of their area of expertise.
7. Members must present information, products (including in the context of fundraising) and services to donors (and stakeholders) honestly, without making misleading statements.
8. Members must define the nature and purpose of all contractual relationships as soon as they are established; they must be available to meet the needs of the parties involved before, during and after the duration of this contractual relationship.
9. Members must refrain from knowingly violating the intellectual property rights of third parties.
10. Members must protect the confidentiality of all privileged information relating to all relationships that our organization maintains during its activities.
11. Members must refrain from disparaging their competitors (including philanthropic organizations operating in the same territory in a related field of activity) by providing false information.



## SOLICITING AND MANAGING PHILANTHROPIC DONATIONS

12. Members must ensure that all solicitation and communication materials are accurate and faithfully reflect their organization's mission and the use of funds solicited.
13. Members must ensure that donors receive sound, accurate and ethical information (or are referred to a person competent in the matter) about the value and tax implications of possible donations.
14. Members must ensure that donations are used in accordance with the donors' intentions.
15. Members must ensure that all sources of income are properly managed and that accounts are given periodically regarding their use and management.
16. Members must obtain the explicit consent of donors before changing the terms of financial transactions.

## PROCESSING OF CONFIDENTIAL AND PRIVATE INFORMATION

17. Members must not disclose any privileged or confidential information to other parties.
18. Members must respect the principle that all information about donors and donors possibly generated by or for an organization or for a third party belongs to that organization.
19. Members must give donors and third parties the opportunity to have their names removed from the lists that the organization keeps in its records, to the extent that this does not conflict with the organization's obligations.
20. When reporting the results of their fundraising campaigns, members must use accurate and consistent accounting methods, in accordance with the relevant guidelines adopted by the competent authority.

## REMUNERATION, BONUSES AND INTERMEDIARY COMMISSIONS

21. Members must not accept any remuneration or enter any contract based on a percentage of the contributions they have received, nor accept intermediary commissions or contingent fees.
22. Members, in this case limited to employees of the organization, may accept remuneration based on their performance, bonuses for example, only if such bonuses are part of the normal practices of their organization and are not based on contributions obtained.
23. Members must not offer or accept payments or special considerations with a view to influencing a decision or any other choice.
24. Members must not pay intermediary commissions, commissions of any other kind or percentage on contributions received (does not apply to transaction fees related to the use of payment solutions or other technology to collect funds).
25. Members who receive funds from a donor or a third party must comply with the legal requirements relating to the disbursement of those funds.

### INSPIRED BY:

CODE OF ETHICS (adopted in 1964; modified in September 2007 and October 2014) – AFP Québec  
[Code of Ethics - AFP Québec - Association of Fundraising Professionals \(afpquebec.ca\)](http://afpquebec.ca)



## Follow-up, amendment, and location of the current policy

<b>Elaborated by:</b>	Francis Laramée, general director
<b>Location of the original file:</b>	Onedrive : Fondation BMP\Confidentiel - Documents\_POLITIQUES
<b>Accessibility of document (consultation):</b>	Onedrive : Fondation BMP\Confidentiel - Documents\_POLITIQUES Onedrive : Fondation BMP\Fondation BMP - Documents\EMPLOYÉ(ES)\_POLITIQUES FBMP Website: <a href="https://fondationbmp.ca/our-policies/">https://fondationbmp.ca/our-policies/</a>
<b>Date of acceptance and resolution of the board of directors:</b>	08-06-2023 Resolution R817
<b>Responsible for the update:</b>	General management
<b>Amendment process:</b>	<ol style="list-style-type: none"> <li>1. The general management prepares a draft amendment indicating the elements to be modified.</li> <li>2. The proposed amendment is scheduled for the agenda of a Board meeting and sent to the directors beforehand.</li> <li>3. The document is tabled during the meeting, the directors comment (if applicable) and ratify the change by resolution.</li> <li>4. The person responsible for the update makes the changes in the document, including the follow-up, amendment, and localization section of this policy.</li> <li>5. A copy of the resolution is placed in the location of the original file along with the new version of the document.</li> <li>6. Where the policy is accessible, the documents are replaced with the updated version.</li> </ol>
<b>UPDATE:</b>	<ul style="list-style-type: none"> <li>• 2023-06-08; Resolution R817</li> <li>• 2025-11-21; Translation in English</li> </ul>