



## Working with Cancer

A workplace resource for leaders, managers, trainers and employees



The Cancer Council Australia is the peak national non-government cancer organisation. Its members, the state and territory cancer councils, work together to undertake and fund cancer research, prevent and control cancer, and provide information and support to people affected by cancer.

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Visit the *Working with Cancer* website: [www.cancerCouncil.com.au/workingwithcancer](http://www.cancerCouncil.com.au/workingwithcancer)

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## How to use *Working with Cancer*

This resource was produced to support employees dealing with cancer, and their managers and employers by:

- Increasing awareness, knowledge and understanding of cancer
- Correcting myths and misconceptions about cancer
- Helping employees empathise with those living with cancer or caring for a person living with cancer
- Improving attitudes and reducing stigma
- Increasing knowledge of appropriate behaviour and management practices around cancer
- Increasing the willingness to engage and assist people to access appropriate help.

*Working with Cancer* is a multimedia resource comprised of:

- Practical information for employees dealing with cancer or returning to work after cancer treatment
- Advice on how employees can be supportive to workmates with cancer
- Information for employers and managers about appropriate behaviours and management practices
- Advice on helping employees who are carers
- Material for running information workshops
- A PowerPoint © presentation for 'Introducing *Working with Cancer*'
- Practical case studies
- A downloadable web version.

### Individuals

If you are an individual looking for information, it is not necessary to go through the whole resource, the contents will direct you to the section most likely to meet your needs. See the helpful section summaries labelled 'In Short'. If you have had a cancer diagnosis you may find Section 4 of particular relevance. Or if you want to support a workmate who has had a diagnosis read Section 3.2. You will find other information sources, services and resources and links to useful electronic references listed in Section 5. The Cancer Council Helpline 13 11 20 (Monday-Friday 9am to 5pm) is also available to respond to all your questions about cancer and cancer issues.

### Employers and Managers

You may wish to start by scanning the contents and reading the 'In Short' section summaries. You could also run through the PowerPoint © presentation, 'Introducing Working with Cancer'. This will give you a good sense of what the resource offers so you can refer others to the relevant sections as needs arise. The Cancer Council Helpline 13 11 20 (Monday-Friday 9am to 5pm) is also available to respond to all your questions about cancer and cancer issues. You are encouraged to read the whole resource, with Section 3 being of particular relevance.

### Trainers, Information Session Coordinators, Workshop Facilitators

Start by scanning the Contents page and reading the 'In Short' section summaries. Familiarise yourself with the PowerPoint © presentation, 'Introducing Working with Cancer'. Review the information sessions in Section 6 and decide how you may wish to adopt or adapt the material to suit your workplace context. The Cancer Council Helpline 13 11 20 (Monday-Friday 9am to 5pm) is also available to respond to all your questions about cancer and cancer issues.

## The Cancer Council Helpline 13 11 20 Monday-Friday 9am-5pm

The Cancer Council Helpline is a confidential telephone information and support service. Cancer information consultants can answer your questions about any aspect of cancer, including:

- How to prevent cancer or find it early
- Coping with treatment and its side effects.

Helpline staff can also:

- Send you written information
- Put you in touch with services in your area
- Offer emotional support if you or someone you care about has cancer.

For an online question and answer guide covering diagnosis, treatment and care visit [www.cancercouncil.com.au/canceranswers](http://www.cancercouncil.com.au/canceranswers). Or you can email your question to [helpline@nswcc.org.au](mailto:helpline@nswcc.org.au)

Cancer Council Helpline 13 11 20 for the cost of a local call

For the deaf or hearing impaired (02) 9334 1865

Email: [helpline@nswcc.org.au](mailto:helpline@nswcc.org.au)

## The Cancer Council Australia

### What we do to help you

The Cancer Council Australia is the peak national non-government cancer organisation. Its members, the state and territory cancer councils, work together to undertake and fund cancer research, prevent and control cancer, and provide information and support to people affected by cancer.

The Cancer Council's goal is to lead the development and promotion of national cancer control policy in Australia, in order to prevent cancer and reduce the illness, disability and death caused by this disease. It acts nationally to advise government and other bodies on appropriate practice and policies for the prevention, detection and treatment of cancer and is an advocate for the rights of cancer patients to the best treatment and supportive care. The Cancer Council and its members are dedicated to providing support for cancer patients, people living with cancer, their families and carers. The Cancer Council has established a vast network of cancer support groups, services and programs intended to improve the quality of life of patients and to reduce the distress caused to their families.

To find out about programs and services in your area call the **Cancer Council Helpline 13 11 20**.

### **The Cancer Council Australia** (Australian Cancer Network)

Level 5, Medical Foundation Building  
92-94 Parramatta Road  
Camperdown NSW 2050  
Ph: (02) 9036 3100  
Website: [www.cancer.org.au](http://www.cancer.org.au)

### **The Cancer Council NSW**

153 Dowling Street  
Woolloomooloo NSW 2011  
Ph: (02) 9334 1900  
Website: [www.cancercouncil.com.au](http://www.cancercouncil.com.au)

### **The Cancer Council ACT**

159 Maribynong Avenue  
Kaleen ACT 2617  
Ph: (02) 6262 2222  
Website: [www.actcancer.org](http://www.actcancer.org)

### **The Cancer Council Victoria**

1 Rathdowne Street  
Carlton South VIC 3053  
Ph: (03) 9635 5000  
Website: [www.cancervic.org.au](http://www.cancervic.org.au)

### **The Cancer Council South Australia**

202 Greenhill Road  
Eastwood SA 5063  
Ph: (08) 8291 4111  
Website: [www.cancersa.org.au](http://www.cancersa.org.au)

### **The Cancer Council Tasmania**

140 Bathurst Street  
Hobart TAS 7000  
Ph: (03) 6233 2030  
Website: [www.cancertas.org.au](http://www.cancertas.org.au)

### **The Cancer Council Northern Territory**

Shop 3 Casi House Vanderlin Drive  
Casuarina NT 0810  
Ph: (08) 8927 4888  
Website: [www.cancercouncilnt.com.au](http://www.cancercouncilnt.com.au)

### **The Cancer Council Western Australia**

46 Venter Avenue  
West Perth WA 6005  
Ph: (08) 9212 4333  
Website: [www.cancerwa.asn.au](http://www.cancerwa.asn.au)

### **The Cancer Council Queensland**

553 Gregory Terrace  
Fortitude Valley QLD 4006  
Ph: (07) 3258 2200  
Website: [www.qldcancer.com.au](http://www.qldcancer.com.au)

## What can you do to help us?

In a word, fundraising; it helps us help you. The Cancer Council Australia and its members spend more than \$60 million annually on cancer control activities: funding cancer research, providing information and public education, and supporting cancer patients and their carers. We could not provide these vital services without community support. Fundraising for The Cancer Council can also be a useful way of raising awareness about cancer issues in the workplace. Here are some examples of how you can get involved.

### Workplace Giving

Workplace giving enables employees to give directly to charity from their pre-tax pay. It is one of the simplest, most tax-efficient and cost effective ways to donate. By matching funds donated by your employees, you can give staff an additional incentive to get involved.

To make it easy for your staff to support their chosen charity you set up a system through your payroll, either on your own or working with one of our partners: the Australian Charities Fund ([www.australiancharitiesfund.org.au](http://www.australiancharitiesfund.org.au)) or Charities Aid Foundation ([www.cafonline.org](http://www.cafonline.org)).

If you are a listed company you may also like to consider expanding this program to your shareholders; offering them the opportunity to donate all or part of their dividends to their chosen charity.

Fundraising for The Cancer Council can also be a useful way of raising awareness about cancer issues in the workplace.

### Events

The Cancer Council's portfolio of events includes a range of iconic and enjoyable fundraisers: Australia's Biggest Morning Tea in May, Daffodil Day in August, and Girls Night In and Pink Ribbon Day in October.

### Sponsorship

For an annual investment of \$30-\$100k, The Cancer Council will work with suitable companies to develop an event sponsorship package to meet your marketing objectives. The Cancer Council has a well-regarded brand as well as expertise in developing personally tailored marketing activities to assist with brand positioning and association, sales promotions and customer loyalty and acquisition.

### Merchandise outlets

Daffodil Day and Pink Ribbon Day are merchandise-based events. Your company can become a national supporting outlet by committing a minimum of 80 outlets to sell pink ribbon or daffodil merchandise. Or simply order merchandise to sell to customers, clients or staff in as many, or few, outlets as you choose.

### Incentives

Your company may choose to provide products or services as incentives to motivate Cancer Council event supporters to increase their fundraising efforts and to get their funds in.

### Cause related marketing

The Cancer Council invites companies who share their brand values to be directly associated with our trademarked events by contributing a percentage of annual sales from products or services for a minimum guaranteed return of \$30k.

Contact our Corporate Partnerships Coordinator on (02) 9036 3100 to discuss your company proposal.

### Participation

Encourage your staff to take part in a Cancer Council fundraiser. They can host a morning tea, organise a get-together with the girls or sell pink ribbon or daffodil merchandise. To register call the **Events Hotline** on **1300 65 65 85** or visit our event websites:

- [www.biggestmorningtea.com.au](http://www.biggestmorningtea.com.au)
- [www.daffodilday.com.au](http://www.daffodilday.com.au)
- [www.pinkribbonday.com.au](http://www.pinkribbonday.com.au)
- [www.girlsnightin.com.au](http://www.girlsnightin.com.au)

### Relay For Life

Relay For Life brings communities together for an event that celebrates local cancer survivors and remembers those lost to cancer. Teams of 10-15 members take turns to walk or run around the Relay ground for 18-24 hours, camping for the night on site.

Relays are perfect for demonstrating solidarity with your local community in the fight against cancer. Staff members will find the emotional candlelight ceremony and the physical challenge of Relay a powerful team-building experience.

Relay For Life is now the largest fundraising event in Australia and its potential is unlimited. Teams actively fundraise before and during the event. Many companies dollar-match the amounts raised by employees or provide in kind support. Call our **Corporate Partnerships Coordinator** on **(02) 9036 3100** to discuss national partnership options or encourage your staff to enter a team, or teams in their local Relay For Life. For more information about Relays in your area visit [www.relayforlife.org.au](http://www.relayforlife.org.au)