

United Way of West Ellis County

CODE OF ETHICS

United Way of West Ellis County (UWVEC) is committed to the highest ethical standards. Indeed, based on the unique trust placed in UWVEC to serve the public good, we have a special obligation to act ethically.

Our success and reputation depend upon the ethical conduct of everyone affiliated with the UWVEC. Volunteers, staff, and representatives set an example for each other, and for member United Way organizations, by their pursuit of excellence in high standards of performance, professionalism, and ethical conduct.

This UWVEC Code of Ethics (Code) is based on our mission and guided by our fundamental values. We are mindful that these fundamental values must be clearly articulated, communicated and continuously reinforced. In addition, more detailed policies, guidelines, explanations, definitions and examples are often needed to bring these values into actual practice. While no document can anticipate all of the challenges that may arise, the Code communicates key guidelines and will assist UWVEC volunteers, staff and representatives in making good decisions that are ethical and in accordance with applicable legal requirements. All are encouraged to discuss any questions or concerns they have with a supervisor or with the UWVEC Executive Committee.

1. PERSONAL AND PROFESSIONAL INTEGRITY: A personal commitment to integrity in all circumstances benefits each individual as well as the organization. We therefore:

- Strive to meet the highest standards of performance, quality, service and achievement in working towards the UWVEC mission.
- Communicate honestly and openly and avoid misrepresentation.
- Promote a working environment where honesty, open communication and minority opinions are valued.
- Exhibit respect and fairness toward all those with whom we come into contact.

2. ACCOUNTABILITY: UWVEC is responsible to its stakeholders, which include member UWVEC organizations, donors and others who have placed faith in UWVEC. To uphold this trust we:

- Promote good stewardship of UWVEC resources, including grants and contributions that are used to pay program allocations, operating expenses, salaries, and employee benefits.
- Refrain from using organizational resources for non- UWVEC purposes.
- Observe and comply with all laws and regulations affecting UWVEC.

3. SOLICITATIONS AND VOLUNTARY GIVING: The most responsive contributors are those who have the opportunity to become informed and involved. We therefore:

- Promote voluntary giving in dealing with donors and vendors.
- Refrain from any use of coercion in fundraising activities, including predicated professional advancement on response to solicitations.

Adopted:

4. DIVERSITY AND EQUAL OPPORTUNITY: UWWEC is an equal opportunity employer and is committed to the principle of diversity. We therefore:

- Value, champion, and embrace diversity in all aspects of UWWEC activities and respect others without regard to race, color, religion, creed, age, gender, sexual orientation, national origin or ancestry, marital status, veteran status, or status as a qualified disabled or handicapped individual.
- Support affirmative action and equal employment opportunity programs throughout UWWEC.
- Refuse to engage in or tolerate any other form of discrimination or harassment.

5. CONFLICTS OF INTEREST: To avoid any conflict of interest or the appearance of a conflict of interest, which could tarnish the reputation of UWWEC, UWWEC staff and representatives:

- Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of UWWEC, including involvement with a current or potential UWWEC vendor, grantee, or competing organization unless disclosed to and not deemed to be inappropriate by the UWWEC Executive Committee.
- Ensure that outside employment and other activities do not adversely affect the performance of their UWWEC duties or the achievement of UWWEC's mission.
- Ensure that travel, entertainment and related expenses are incurred on a basis consistent with the mission of UWWEC and not for personal gain or interests.
- Decline any gift, gratuity or favor in the performance of UWWEC duties except for promotional items of nominal value, and any food, transportation, lodging or entertainment unless directly related to UWWEC business.
- Refrain from influencing the selection of staff, consultants or vendors who are relatives or personal friends or affiliated with, employ, or employed by a person with whom they have a relationship that adversely affects the appearance of impartiality.

UWWEC volunteers:

- Should not knowingly take any action, or make any statement, intended to influence the conduct of UWWEC in such a way to confer any financial benefit on themselves, their immediate family members or any organization in which they or their immediate family members have a significant interest as stakeholders, directors or officers.
- Disclose all known conflicts or potential conflicts of interest in any matter before the Board of Trustees, if they are Board members, or any committee upon which they serve and withdraw from the meeting room during any discussion, review and voting in connection with such matter.
- Members of the Board shall annually file with the Chairman of the Board and the President a disclosure of all known potential conflicts of interest.

6. CONFIDENTIALITY AND PRIVACY: Confidentiality is a hallmark of professionalism. We therefore:

- Ensure that all information, which is confidential, privileged or nonpublic, is not disclosed inappropriately.
- Respect the privacy rights of all individuals in the performance of their UWWEC duties.

Adopted:

7. POLITICAL CONTRIBUTIONS: As a charitable corporation, UWWEC is prohibited from making contributions to any candidate for public office or to any political committee. We therefore:

- Refrain from making any contributions to any candidate for public office or political committee on behalf of UWWEC, including the use of UWWEC facilities for political campaign activities.
- Refrain from making any contributions to any candidate for public office or political committee in a manner that may create the appearance that the contribution is on behalf of UWWEC.

GUIDANCE AND DISCLOSURE

Volunteers, staff, and representatives are encouraged to seek guidance from the Executive Committee concerning the interpretation or application of this Code of Ethics. Any known or possible breaches of the Code of Ethics should be disclosed. Staff and representatives should contact the President. Volunteers and the President should contact the Chairman of the Board. Reports of possible breaches will be handled in the following manner:

- All reports of possible breaches will be treated in confidence as much as the organization’s duty to investigate and the law allow. If confidentiality cannot be maintained, the individual disclosing the possible breach will be notified.
- All reported breaches will be investigated and, if needed, appropriate action taken based upon the policies of the organization.
- Retaliation against a person who suspects and reports a breach in good faith will be treated as an independent breach of the Code.
- UWWEC affirms prompt and fair resolution of all reported breaches.

CERTIFICATE:

I have read and understand the United Way of West Ellis County’s Code of Ethics.

Signature: _____

Print Name: _____

Date: _____

Adopted:

United Way of West Ellis County

CODE OF ETHICS GLOSSARY

Candidate for Public Office: An individual who offers herself or himself or is proposed by others as a contestant for an elected public office, whether such office is federal, state or local.

Contribution, political: Anything of value, including monetary and in-kind gifts, provided for the purpose of influencing the outcome of an election.

Donors: All individuals and entities that make charitable or in-kind contributions to UWWEC.
Immediate family members: An individual's spouse, children, parents, siblings, and spouses of children and siblings.

Nonpublic Information: Any business, financial, or personal information, which is not publicly known or available.

Political Committee: Any party, committee, association, fund or other organization organized and operated primarily for accepting contributions to influence the selection, nomination, or election of any individual to any federal, state or local office.

Privileged Information: Information that is protected from involuntary disclosure by legally recognized privileges such as attorney-client, doctor-patient, and others.

Promotional Items of Nominal Value: Gifts used to promote an organization's name, products, or services that have retail value of \$25 or less.

Representatives: Individuals who provide personal services to UWWEC as independent contractors, consultants or loaned executives.

Staff: All individuals, who provide services to UWWEC as employees or leased employees.

Vendors: Entities, which provide goods and services to UWWEC for a fee.

Volunteers: All members of the UWWEC Board of Trustees and committees appointed by the Board of Trustees, who perform their UWWEC duties without compensation.

Adopted: