

Our Code of Ethics

United Way of Calhoun County

At the core, to care for one another, we have to trust one another.

As volunteers, employees and representatives of United Way, we have a responsibility to uphold the highest of ethical standards – both for ourselves and for the benefit of our communities. We believe these standards go beyond compliance with laws and regulations – calling us to fulfill higher obligations as stewards of the public trust. Upholding these ethical standards is at the heart of what we do and who we are as part of a worldwide organization. Conducting our activities with honesty, integrity, and in the best interests of this organization is essential to preserving and continuing to grow our United Way here in Calhoun County. While no document can anticipate all of the challenges that may arise, this code communicates key guidelines that will assist all of us involved in United Way to make good decisions.

Personal and Professional Integrity

- *Personal and organizational commitment to integrity in all circumstances*
- *Striving to meet the highest standards of performance, quality, service and achievement as we work towards the UW mission*
 - *Communicating honestly and openly and avoiding misrepresentation*
- *Promoting a working environment where honesty, open communication and minority opinions are valued*
 - *Exhibiting respect and fairness toward all those with whom we come in contact*

Accountability

To uphold the trust of our stakeholders, partner agencies, community organizations, donors and all those who have placed faith in us we:

- *Promote good stewardship of UW resources, including membership fees, grants and contributions used to pay operating expenses, salaries and benefits.*
 - *Refrain from using organizational resources for non-UW purposes*
- *Observe and comply with all applicable federal, state, and local laws and regulations and with UWW internal policies*

Solicitations and Voluntary Giving

Knowing that the most responsive contributors are those who have the opportunity to become inform and involved we:

- *Promote voluntary giving in dealing with donors and vendors*
 - *Refrain from any use of coercion in fundraising activities*

Inclusion

As an equal opportunity employer committed to the principle of inclusion, we:

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

Conflicts of Interest

To avoid any conflict of interest or appearance of a conflict which could tarnish the reputation of UW as well as undermine the public's trust in UW, UW staff and representatives

- *Will avoid any activity or outside interest which conflicts or appears to conflict with the best interests of UW*
- *Decline any gift, gratuity or favor in the performance of UW duties except for: 1) promotional items of nominal value, 2) food, transportation, lodging or entertainment directly related to UW 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.*
 - *Avoid any appearances of impropriety*
- *Refrain from making any payment that may improperly influence government officials, business partners or other individuals. Exercise due diligence to ensure funds are not used or diverted to illegal payments of any kind. Ensure payments are in accordance with UWW financial policies.*

UWCC Volunteers

- *Should not knowingly take any action, or make any statement intended to influence the conduct of UWCC 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 during any discussion, review and voting in connection with such matter.*
- *Members of the board shall annually file with the executive director a disclosure of all known potential conflicts of interest.*

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.*

- *Refrain from use of information acquired in the course of work for personal gain.*
- *Respect the privacy rights of all individuals in the performance of their UW duties.*

Political Contributions

UW encourages individual participation in civic affairs. However, as a charitable organization, may not make contributions to any candidate for public office or political committee and may not intervene in any political campaign on behalf of or in opposition to any candidate for public office. We therefore:

- *Refrain making any contributions to any candidate for public office or political Committee on behalf of UW.*
 - *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 UW.*
- *Refrain from using any organizational financial resources, facilities or personnel to endorse or oppose a candidate for public office.*
- *Clearly communicate that we are not acting on behalf of the organization, if identified as an official of UW, while engaging in political activities in an individual capacity.*
- *Refrain from engaging in political activities in a manner that may create the appearance that such activity is by or on behalf of UW.*

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 Board President. Volunteers should contact the Board President with reports of suspected or known accounting, auditing or financial impropriety made to any board member. 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 will 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 on the policies of the organization, including termination of employment for serious misconduct, fraud, theft, falsification of records, dishonesty or violation of UW policies.*
 - *Retaliation against a person who suspects or reports a breach in good faith will be treated as an independent breach of the code.*
 - *UW affirms prompt and fair resolution of all reported breaches.*
- *Staff and volunteers shall annually affirm receipt of the code of ethics and obligations contained therein. Volunteers will also submit an annual conflict of interest questionnaire and disclosure statement.*