

United Way of Monroe County
Code of Ethics
Approved February 19, 2019

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

The success of the United Way system and our reputation depends upon the ethical conduct of everyone affiliated with the United Way of Monroe County. Volunteers, staff, and representatives set an example for each other, and for United Way Member Agencies, by their pursuit of excellence in high standards of performance, professionalism, and ethical conduct.

This United Way of Monroe County Code of Ethics is based on our mission and guided by our fundamental values.

We are mindful that these core 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 principles and will assist United Way of Monroe County 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 the Executive Director.

A. Personal and Professional Integrity

A personal commitment to integrity in all circumstances benefits each individual as well as the organization.

We therefore:

1. Strive to meet the highest standards of performance, quality, service and achievement in working towards the United Way of Monroe County mission.
2. Communicate honestly and openly and avoid misrepresentation.
3. Promote a working environment where honesty, open communication and divergent opinions are valued.
4. Exhibit respect and fairness toward all those with whom we come into contact.
5. Remain ethical and responsible when dealing with United Way of Monroe County's finances, products, partnerships and public image.

B. Diversity and Equal Opportunity

United Way of Monroe County is an equal opportunity employer and is committed to the principle of diversity.

We therefore:

1. Value, champion, and embrace diversity in all aspects of United Way of Monroe County activities and respect others without regard to race, religion, color, sex, age, national origin, ancestry, sexual orientation, gender identity, disability, housing status or status as a veteran¹.
2. Reflect the diversity of the communities we serve and measure our progress annually.
3. Refuse to engage in or tolerate any form of unlawful discrimination or harassment.
4. Observe and comply with all policies as defined in the United Way of Monroe County Nondiscrimination Policy.

C. Accountability

United Way of Monroe County, Inc. is responsible to its stakeholders, which include donors, member agencies and others who are affiliated with United Way of Monroe County.

To uphold this trust we:

1. Promote good stewardship of United Way of Monroe County resources, including grants and other contributions that are used to pay operating expenses, salaries, and employee benefits.
2. Do not use organizational resources for non-approved United Way of Monroe County purposes.
3. Put high priority on evaluating services and funding needs.
4. Observe and comply with the United Way of Monroe County Personnel Policy.
5. Adhere to the Donor Bill of Rights (<https://afpglobal.org/donor-bill-rights>).

D. Solicitations and Voluntary Giving

The most responsive contributors are those who have the opportunity to become informed and involved.

We therefore:

1. Promote voluntary giving in dealing with donors and vendors.
2. Refrain from any use of coercion in fundraising activities, including predicated professional advancement on response to solicitations.
3. Observe and comply with the United Way of Monroe County Fundraising Policies.

E. Confidentiality and Privacy

¹ Protected class list congruent with local ordinances from BMC 2.21.020 (https://library.municode.com/in/bloomington/codes/code_of_ordinances?nodeId=TIT2ADPE_CH2.21DELA_2.21.020_PUPOPU) AND Monroe County 522-2 (https://www.co.monroe.in.us/egov/documents/1545075634_03553.pdf).

Confidentiality is a hallmark of professionalism.

We therefore:

1. Ensure that all information that is confidential, privileged or nonpublic is not disclosed.
2. Respect the privacy of all individuals in the performance of their United Way duties.
3. Observe and comply with the United Way of Monroe County Fundraising Policies.

Guidance and Disclosure

Volunteers, staff, and representatives are encouraged to seek guidance from the Executive Director concerning the interpretation or application of this Code of Ethics. Any known breaches of the Code of Ethics (or other illegal or wrongful practices) should be disclosed. Volunteers, staff and representatives should contact the Executive Director (unless the concern regards the Executive Director, in which case breaches should be disclosed to the Board President). Reports of possible breaches will be handled in the following manner:

1. 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.
2. All reported breaches will be investigated expeditiously and, if needed, appropriate action taken based upon the policies of the organization.
3. Retaliation against a person who suspects and reports a breach in good faith will be treated as an independent breach of the Code.
4. United Way of Monroe County affirms prompt response and fair resolution of all reported breaches.

Acknowledgement and Declaration

I have received and reviewed a copy of the United Way of Monroe County Code of Ethics.

SIGNED:

Signature

Date

(PRINT Name)

This Policy is general in nature. As specific situations arise, UW relies on staff, volunteers and representatives to use good judgment to avoid even the appearance of actual or potential conflicts of interest.