

# United Way of Monroe County, Inc

## Code of Ethics

United Way of Monroe County, Inc. 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.

### **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 United Way of Monroe County mission.
- Communicate honestly and openly and avoid misrepresentation.
- Promote a working environment where honesty, open communication and divergent opinions are valued.
- Exhibit respect and fairness toward all those with whom we come into contact.

## **2. DIVERSITY AND EQUAL OPPORTUNITY:**

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

We therefore:

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

## **3. 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:

- 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.
- Do not use organizational resources for non-approved United Way of Monroe County purposes.
- Put high priority on evaluating services and funding needs.
- Observe and comply with the United Way of Monroe County Personnel Policy.

## **4. 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.
- Observe and comply with the United Way of Monroe County Fundraising Policies.

## 5. CONFLICTS OF INTEREST:

The UW Board and committees operate under a self-policing framework with broad representation of interests and concerns. This assures that the participants guard the integrity of the process. To avoid any conflict of interest or the appearance of a conflict of interest which could tarnish the reputation of United Way of Monroe County as well as undermine the public's trust in all United Way Member organizations, United Way of Monroe County volunteers, staff and agency representatives serving in leadership roles will:

- Avoid any activity or outside interest, which conflicts or appears to conflict with the best interest of United Way of Monroe County.
- Ensure that outside employment and other activities do not adversely affect the performance of their United Way duties or the achievement of United Way of Monroe County's mission.
- Ensure that travel, entertainment and related expenses are incurred on a basis consistent with the mission of United Way of Monroe County and not for personal gain or interests.
- Decline any gift, gratuity or favor in the performance of United Way duties except for promotional items of nominal value (\$100 or less) or any food, transportation, lodging or entertainment unless directly related to United Way business.
- Refrain from influencing the selection or hiring of staff, consultants or vendors who are relatives or personal friends, or affiliated with, employ, or employed by a United Way person.
- Refrain from taking any action, or making any statement, intended to influence the conduct of United Way of Monroe County in such a way to confer any financial benefit on themselves, their family members, or another organization to which they have a fiduciary duty.
- Disclose all known conflicts of interest in matters before committees or the Board of Directors.
- Communicate conflicts of interests in one of the following ways: in writing where conflicts are anticipated or verbally when issues arise.
- On committees where agency staff members are expected to represent UWADA, committee members from member agencies will refrain from any activities that would provide an unfair advantage for their agency; therefore, agency representatives to UW committees are welcome and encouraged to participate in all policy discussions and votes, but that they will voluntarily abstain from voting on final allocations decisions or when their vote could unduly influence the impact on their own agency. Further, no adverse consequences, nor any significant benefit, should result from member agency participation on UW committees.
- As outlined in the UWADA By-Laws, agency representatives will take care to represent, as much as possible, the viewpoints of the UWADA membership.

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.

## **6. CONFIDENTIALITY AND PRIVACY:**

Confidentiality is a hallmark of professionalism.

We therefore:

- Ensure that all information that is confidential, privileged or nonpublic is not disclosed.
- Respect the privacy of all individuals in the performance of their United Way duties.
- 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:

- 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 expeditiously 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.
- 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.*

A conflict of interest may occur when there is personal interest in a transaction. Personal interest may include, but is not limited to, (i) significant gain, potential as well as actual, for the member or family member\* as a result of action by UW and (ii) significant and direct benefit, financial or otherwise, to an organization to which the member or family member has a fiduciary duty (for example, the member's employer, or another nonprofit organization in which the member has a significant interest as a stakeholder, director or officer). [\*family member includes the member's spouse, registered domestic partner, child, brother, sister, parent, parent of spouse, the parent or child of a registered domestic partner, grandparents, grandchildren, the employee's in law relatives, or step equivalents thereof.]

*At this time, I would like to formally disclose the following issues for which I believe there may be a potential conflict of interest with my service:*

Agency/Organization	Describe potential conflict

OR

*I have no conflicts of interest to declare at this time.*

**SIGNED:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(PRINT Name)