

## **Code of Ethics**

### *United Way of Calhoun County*

The United Way of Calhoun County (UWCC) is committed to the highest ethical standards. The success of the United Way and our reputation depend upon the ethical conduct of everyone affiliated with the UWCC. All are encouraged to discuss any questions or concerns they have with the President or a member of the Executive Committee.

**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 toward the ideals of UWCC.
2. Communicate honestly and openly and avoid misrepresentation.
3. Promote a working environment where honesty, open communication and minority opinions are valued.
4. Exhibit respect and fairness toward all those with whom we come into contact.

**ACCOUNTABILITY:** UWCC is responsible to its stakeholders, which include donors and others who have placed faith in the organization. To uphold this trust we:

1. Promote good stewardship of UWCC resources.
2. Refrain from using organizational resources for non-UWCC purposes.
3. Observe and comply with all laws and regulations affecting UWCC.

**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 predicting professional advancement on response to solicitations.

**DIVERSITY AND EQUAL OPPORTUNITY:** UWCC 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 UWCC in full compliance with all state and federal laws and regulations.
2. Support equal employment opportunity programs throughout UWCC.
3. Refuse to engage in any form of discrimination or harassment.

**CONFLICTS OF INTEREST:** To avoid any conflict of interest or the appearance of a conflict of interest which could tarnish the reputation of UWCC staff and volunteers, we:

1. Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of UWCC.
2. Ensure that travel, entertainment and related expenses are incurred on a basis consistent with the ideals of UWCC and not for personal gain or interests.
3. Decline any gift, gratuity or favor in the performance of UWCC duties except for promotional items of nominal value, and any food, transportation, lodging or

- entertainment unless directly related to UWCC business.
4. Refrain from influencing the selection of staff, consultants or vendors who are relatives or personal friends or are affiliated with or employed by a person with whom they have a relationship that adversely affects the appearance of impartiality.
  5. Seek guidance from the Board or Executive Committee concerning the interpretation or application of the Code of Ethics. Any known or possible breaches of the Code of Ethics shall be disclosed to a member of the Executive Committee.

If significant potential conflict of interest exists, this should be documented and the members should refrain from vote or discussion on matters that might call their impartiality into question. The member's abstention shall be noted in the Board minutes.

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

1. Ensure that all information which is confidential, privileged or nonpublic, is not disclosed inappropriately.
2. Respect the privacy rights of all individuals in the performance of our UWCC duties.

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

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

#### **GUIDANCE AND DISCLOSURE**

Volunteers and staff are encouraged to seek guidance from the Board President or 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. 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.

*UWCC affirms prompt response and fair resolution of all reported breaches.*

**Code of Ethics Certification**  
*United Way of Calhoun County*

This certifies that I have read and understand the Code of Ethics of the United Way of Calhoun County. All dualities of interest are disclosed below, and my immediate family and I have not breached the Code of Ethics and I know of no violation by anyone else. I agree:

1. To comply with the Code of Ethics and conduct the business of the United Way in keeping with highest ethical standards,
2. To comply with international, federal, state, and local laws applicable to the United Way's business,
3. To complete an inventory of UWCC agency board affiliations and those with related organizations on an annual basis.

This document will remain on file in the office of UWCC for all active Board members.

I have disclosed below all financial or other relationships with suppliers or agencies of the United Way in which my immediate family\* or I are involved.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name

Disclosures: (Please describe your affiliations and why they do not violate the Code of Ethics.)

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*\* immediate family is defined as spouse, son, daughter, mother or father.*