

United Way Fox Cities **CODE OF ETHICS**

Approved by the board of directors, March 23, 2004

Revised January 23, 2007

Revised January 27, 2009

United Way Fox Cities (UWFC) is committed to the highest ethical standards. Indeed, based on the unique trust placed in UWFC to serve the public good, we have a special obligation to act ethically.

The success of the United Way system and our reputation depend upon the ethical conduct of everyone affiliated with the United Way Fox Cities. Volunteers, staff and representatives set an example for each other, for other nonprofit organizations and the community, by their pursuit of excellence in high standards of performance, professionalism, and ethical conduct.

This United Way Fox Cities Code of Ethics (Code) is based on our mission and guided by our fundamental values. (See Guiding Principles.)

We are mindful that these guiding principles 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 United Way Fox Cities' 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 chief executive officer.

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 mission of UWFC.
- 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

United Way Fox Cities is responsible to its stakeholders, including donors, volunteers and the community who have placed faith in UWFC. To uphold this trust we:

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- Promote good stewardship of UWFC resources, including donor dollars, in-kind gifts, grants and other contributions that are used to fund community programs, pay operating expenses, salaries, and employee benefits.
- Refrain from using organizational resources for non-UWFC purposes.
- Observe and comply with all laws and regulations affecting UWFC.

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, whether real or implied, in all fundraising activities. Giving is a personal matter and decision; no form of coercion is acceptable.

4. DIVERSITY AND EQUAL OPPORTUNITY

UWFC is an equal opportunity employer and is committed to the principle of diversity. We therefore:

- Value, champion, and embrace diversity in all aspects of UWFC 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 throughout UWFC.
- 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 UWFC and undermine the public's trust, UWFC staff, volunteers, and representatives:

- Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of UWFC, including involvement with a current or potential UWFC vendor, partner agency, grantee, or competing organization unless disclosed to and not deemed to be inappropriate by the Board Chair and chief executive officer.
- Ensure that outside employment and other activities do not adversely affect the performance of their UWFC duties or the achievement of UWFC's mission.
- Ensure that travel, entertainment and related expenses are incurred on a basis consistent with the mission of UWFC and not for personal gain or interests.

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- Decline any gift, gratuity or favor in the performance of UWFC duties except for promotional items of nominal value.
- 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.

UNITED WAY FOX CITIES STAFF, VOLUNTEERS, & REPRESENTATIVES:

- Should not knowingly take any action, or make any statement, intended to influence the conduct of UWFC 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 Directors, 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, volunteer leadership, and staff will annually file a disclosure of all known and potential conflicts of interest with the Board Chair and the chief executive officer.

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 UWFC duties.

7. POLITICAL CONTRIBUTIONS

UWFC encourages individual participation in civic affairs. However as a charitable organization, UWFC 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 from making any contributions to any candidate for public office or political committee on behalf of UWFC.
- 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 UWFC.

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- 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 UWFC, 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 UWFC.

GUIDANCE, WHISTLEBLOWER CLAUSE, AND DISCLOSURE

Volunteers, staff, and representatives are encouraged to seek guidance from the Board Chair or chief executive officer concerning the interpretation of application of this Code of Ethics. Any known or possible breaches of the Code of Ethics should be disclosed. Staff and representatives should contact a supervisor, the chief executive officer, or board chair. Volunteers should contact the Board Chair. Reports of breaches involving any financial matter, including, but not limited to, the handling of money or other assets, financial statements or accounting policies should be referred directly to the Board Chair. 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.
- Reports of breaches involving financial matters, financial statements, or accounting policies will be referred to the Chair of the Audit Committee by the Board_Chair.
- All reported breaches will be investigated and, if needed, appropriate action taken based upon the policies of the organization and local laws.
- Retaliation against a person who suspects and reports a breach in good faith will be treated as an independent breach of the Code.
- UWFC affirms prompt and fair resolution of all reported breaches.

FAILURE TO REPORT

Failure to report a known or possible breach of this Code of Ethics may result in disciplinary action based on the policies of UWFC.