

CODE OF ETHICS

United Way of St. Joseph County, Inc. (UWSJC) is committed to the highest ethical standards. Based on the unique trust placed in UWSJC to serve the public good, we have a special obligation to act ethically.

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

This UWSJC Code of Ethics (Code) is based on our mission and guided by our fundamental values. (see OUR CORE VALUES): Integrity, Impact, Volunteerism, Inclusiveness, and Leadership.

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 guidelines and will assist UWSJC 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 designated Ethics Officer of the UWSJC Governance Committee.

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 UWSJC mission.
- ✚ Communicate honestly and openly and avoid misrepresentation.
- ✚ Promote a respectful and fair 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:** UWSJC is responsible to its stakeholders, which include member UWSJC organizations, donors and others who have placed faith in UWSJC. To uphold this trust we:

- ✚ Promote good stewardship of UWSJC resources, including membership fees, grants and other contributions that are used to pay operating expenses, salaries, and employee benefits.
- ✚ Refrain from using organizational resources for non-UWSJC purposes.
- ✚ Observe and comply with all laws and regulations affecting UWSJC.

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 in fundraising activities, including predicated professional advancement on response to solicitations.

4) **DIVERSITY AND EQUAL OPPORTUNITY:** UWSJC is an equal opportunity employer and is committed to the principle of diversity. We therefore:

- ✚ Value, champion and embrace diversity in all aspects of UWSJC 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 UWSJC.
- ✚ Refuse to engage in or tolerate in 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 harm the reputation of UWSJC or undermine the public's trust in the United Way movement, volunteers and staff. We therefore:

- ✚ Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of UWSJC.

- ✦ Ensure that outside employment and other activities do not adversely reflect on UWSJC or the achievement of UWSJC mission.
- ✦ Ensure that travel, entertainment and related expenses are incurred on a basis consistent with the mission of UWSJC and not for personal gain or interests.
- ✦ Decline any and all gifts, gratuities and favors in the performance of UWSJC duties, except for promotional items of nominal value, and decline any and all food, transportation, lodging and entertainment unless directly related to UWSJC.
- ✦ Refrain from influencing the selection of staff, consultants or vendors who are relatives or personal friends or affiliated with or employed by a person with whom they have a relationship that adversely affects the appearance of impartiality.

United Way of Saint Joseph County volunteers:

- ✦ Should not knowingly take any action, or make any statement, intended to influence the conduct of UWSJC in such a way to confer 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, or any committee upon which they serve involving UWSJC programs or services, and will withdraw from the meeting room during any discussion, review, and voting in connection with such committee or program/service.
- ✦ Shall file each April with the President a signed and dated disclosure of all known potential conflicts of interest (board members only).

6) POLITICAL CONTRIBUTIONS:

United Way of Saint Joseph County encourages individual participation in civic affairs. However, as a charitable organization, United Way of Saint Joseph County 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 UWSJC.
- ✦ 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 UWSJC.
- ✦ Refrain from using any UWSJC 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 UWSJC organization if we are identified as an official of UWSJC while engaging in political activities.
- ✦ Refrain from engaging in political activities in a manner that may create the appearance that such activity is by or on behalf of UWSJC.

Signed: _____

Printed name: _____

Date: _____