

United Way
of
the Concho Valley
2014

Code of Ethics

A Message from the United Way of the Concho Valley
Board of Directors

At the core, to care for one another, we have to trust one another.

As volunteers, employees, and representatives of United Way of the Concho Valley, we have a responsibility to uphold the highest of ethical standards—both for ourselves and for the benefit of our communities. We believe these standards go beyond compliance with laws and regulations—calling us to fulfill higher obligations as stewards of the public trust.

This Code of Ethics is an important way for us to reaffirm our ethical commitments. It sets forth the principles and standards that guide our decisions and actions. As you are probably aware, many of the ideas that are included within the Code have come from discussions with our employees and volunteers throughout the United Way system. This collaborative process has been essential in developing the Code and has made it a document that reflects and is more responsive to our needs.

As we read the Code, we must remember that it is more than a set of standards and responsibilities. It is a way of connecting our values and our ideals with the work we do every day.

The Code is not just about what we should do, but why we do it. Of course, no document can give us all the answers to our ethics questions. This Code is meant to help us further the discussion of ethics in our workplace. It also encourages us to seek guidance and clarification when we have questions about applying our principles and standards. The involvement of all our employees and volunteers is essential to

upholding these principles and standards. Only by continuing to work together on these issues can we ensure that the United Way of the Concho Valley fulfills its commitment to build and maintain the public trust in all that we do.

CODE OF ETHICS

United Way of the Concho Valley (UWCV) is committed to the highest ethical standards. Indeed, based on the unique trust placed in UWCV 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 UWCV. Volunteers, staff, and representatives set an example for each other, and for organizations with whom they interact, by their pursuit of excellence in high standards of performance, professionalism, and ethical conduct. This UWCV Code of Ethics (Code) is based on our mission and guided by our fundamental values. (See *Our Core Values*): Integrity, Impact, Volunteerism, Inclusiveness, and Catalytic 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 UWCV 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 UWCV 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 UWCV mission.
- 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

UWCV is responsible to its stakeholders, which include partner UWCV organizations, donors and others who have placed faith in UWCV. To uphold this trust we:

- Promote good stewardship of UWCV 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-UWCV purposes.
- Observe and comply with all laws and regulations affecting UWCV.

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

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

- Value, champion, and embrace diversity in all aspects of UWCV 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 UWCV.
- 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 tarnish the reputation of UWCV as well as undermine the public's trust in all United Way programs and initiatives, UWCV staff and representatives must:

- Avoid any activity or outside interest which conflicts or appears to conflict with the best interests of UWCV, including involvement with a current or potential UWCV vendor, grantee, or competing organization unless disclosed to and not deemed to be inappropriate by the UWCV Chief Executive Officer and UWCV Executive Committee.

- Ensure that outside employment and other activities do not adversely affect the performance of their UWCV duties or the achievement of UWCV's mission.
- Ensure that travel, entertainment and related expenses are incurred on a basis consistent with the mission of UWCV and not for personal gain or interests.
- Decline any gift, gratuity or favor in the performance of UWCV duties except for promotional items of nominal value, and any food, transportation, lodging or entertainment unless directly related to UWCV business.
- 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.

UWCV VOLUNTEERS:

- Should not knowingly take any action, or make any statement, intended to influence the conduct of UWCV 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 shall annually file with the Staff Ethics Officer a disclosure of all known potential conflicts of interest.

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 UWCV duties.

7. POLITICAL CONTRIBUTIONS

UWCV encourages individual participation in civic affairs. However as a charitable organization, UWCV 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 UWCV.
- 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 UWCV.
- 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 UWCV, while engaging in political activities in an individual capacity.
- Refrain from engaging in political activities in a manner that that may create the appearance that such activity is by or on behalf of UWCV.

8. GUIDANCE AND DISCLOSURE

Volunteers, staff, and representatives are encouraged to seek guidance from the Board Ethics Committee and Staff Ethics Officer concerning the interpretation or 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 or the Staff Ethics Officer. Volunteers should contact a member of the Executive Committee. 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 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.
- UWCV affirms prompt and fair resolution of all reported breaches.

Our United Way Code of Ethics is very important to the Board and the Staff. It is based on our Core Values which are listed below:

OUR CORE VALUES

The mission of United Way of the Concho Valley (UWCV) *is to increase the organized capacity of people to care for one another.* In support of this mission, UWCV seeks to advance our community's health and human services agenda by expanding resources and applying them effectively to build better more self-sufficient communities. This critical role requires that all of us involved in the UWCV, who foster such an essential public good, must assume the responsibility of earning public trust. Accordingly, United Way of the Concho Valley plays a unique role both as a leader in the health and human services sector and as a major resource to partner and collaborative organizations to build trust through all that we do. This bond of trust goes far beyond legal or regulatory requirements to include our core values, and ethics. To fulfill this special obligation, five core values provide the foundation on which we base our actions and decisions.

1. INTEGRITY

We act with integrity that inspires the highest truth.

- We stand as “one” in the relentless pursuit of instilling and promoting public confidence and trust.
- We maintain the highest standards of excellence and accountability, including prudent use of finances, and fair, accurate, and honest disclosures of information.
- We keep our promises. People should know: “United Way makes my caring count. United Way makes a difference!”

2. IMPACT

We make a positive difference and have a measurable impact of enduring consequence.

- We make a difference in our community and collectively in our world. Our efforts change lives.
- We are committed to a United Way that is relevant to its people, its community, and the times.
- We assume responsibility as good stewards of and are accountable for our work and sustainable results.

3. VOLUNTEERISM

We are made relevant through the spirit of volunteerism.

- United Way is outstanding in the way it invites volunteers to express their philanthropic beliefs (expression of one's “love of humanity”).
- We believe that the most effective models of service and excellence are created through the leadership of volunteers.
- We understand that volunteerism is one of the purest forms of democracy and are dedicated to preserving, encouraging and enhancing the volunteer experience.

4. INCLUSIVENESS

We are strong only when we are inclusive.

- We aspire to involve every segment of the community in every aspect of our work.
- We act in ways that respect the dignity, uniqueness, and intrinsic worth of every person—the community, the donors, our own staff and families, boards, and volunteers.
- We believe in a movement built from the rich diversity and gifts of all people in all systems.

5. CATALYTIC LEADERSHIP

We initiate catalytic leadership for community building to effect positive change.

- We are effective educators and conveners—bringing all segments of the community together to promote individual well being and common good.
- We are leaders of a process that multiplies the impact of people's innate desire and capacity to care for one another.
- We help transform visions of compassion and giving into dynamic reality.

I acknowledge that I have received and read my personal copy of the United Way of America Code of Ethics. I understand that each United Way of the Concho Valley volunteer, staff member and representative is responsible for adhering to the principles and standards of the Code, and I confirm that I have conducted myself in accord with the principles and standards of the Code. The certification process is mandatory for all UWCV staff and members of the Board of Directors.

Printed Name _____

Signature _____

Date _____

CONFIDENTIALITY STATEMENT

WHEREAS, the Board of Directors of the United Way of the Concho Valley believes that it is in the best interest of the United Way of the Concho Valley and its directors, volunteers and employees to express the basic confidentiality precepts applicable to the business of the United Way of the Concho Valley, this Confidentiality Statement is set forth for subscription by all directors, volunteers and employees of the United Way of the Concho Valley.

THEREFORE, in this context, I:

- understand that information regarding the business affairs of the United Way of the Concho Valley, its affiliates, and the members for whom services are rendered, and other individuals or business firms with whom the United Way has transactions are confidential in nature and not to be disclosed directly or indirectly to anyone not having a legitimate need for such information in the normal course of business of the United Way of the Concho Valley.
- understand that from time to time in the course of my service/employment on behalf of the United Way of the Concho Valley, I may be exposed to information considered confidential or proprietary on the part of the United Way or its clients.
- agree not to disclose any of the United Way of the Concho Valley's confidential or restricted information whether written, spoken, or otherwise communicated or obtained, including and without limitation all files, records, manuals, plans, procedures, processes, finances, and other data pertaining to the United Way of any and every description relating to the business of the United Way of the Concho Valley to anyone not having a legitimate need for such information in the normal course of business of the United Way of the Concho Valley.
- agree further not to make use of any such information in any fashion for my own personal business, benefit, or use, or that of any third party during my service/employment on behalf of the United Way of the Concho Valley or after such service/employment is concluded.
- understand that I am not to engage in activities of any kind, which violate this Confidentiality Statement. If I do so while serving/employed in any capacity on behalf of the United Way of the Concho Valley, any such acts will be grounds for immediate removal from my position. If I do so subsequent to concluding my service/employment on behalf of the United Way of the Concho Valley, I understand that I will be subject to a civil action for damages as well as criminal referral for prosecution as warranted.

I have read this Confidentiality Statement and understand that this statement is required of all directors, volunteers and employees of the United Way of the Concho Valley and has applicability both during and subsequent to my service/employment on behalf of the United Way. I have received a copy of this statement and understand that the United Way of the Concho Valley will retain the original signed copy.

PRINTED NAME _____

SIGNATURE _____ DATE _____