

United Way of Island County

CODE OF ETHICS – February 2015

United Way of Island County is committed to the highest ethical standards. We seek to achieve trust and respect placed in United Way of Island County 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 of Island County. 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 United Way of Island County 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 United Way of Island 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 a supervisor or a member of United Way of Island County Board of Directors.

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 Island County 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:** United Way of Island County is responsible to its stakeholders, which include donors and others who have placed faith in United Way of Island County. To uphold this trust, we:
 - Promote good stewardship of United Way of Island County 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-United Way of Island County purposes.
 - Observe and comply with all laws and regulations affecting United Way of Island County.
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 predicating professional advancement on response to solicitations.
4. **DIVERSITY AND EQUAL OPPORTUNITY:** United Way of Island 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 Island County 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 United Way of Island County.
 - 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 United Way of Island County or its staff and representatives:
- Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of United Way of Island County, including involvement with a current or potential United Way of Island County vendor, grantee, or competing organization unless disclosed to and not deemed to be inappropriate by the United Way of Island County Board of Directors.
 - Ensure that outside employment and other activities do not adversely affect the performance of their United Way of Island County duties or the achievement of United Way of Island County's mission.
 - Ensure that travel, entertainment and related expenses are incurred on a basis consistent with the mission of United Way of Island County and not for personal gain or interests.
 - Decline any gift, gratuity or favor in the performance of United Way of Island County duties except for promotional items of minimal value, and any food, transportation, lodging or entertainment unless directly related to United Way of Island County 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 effects the appearance of impartiality.

United Way of Island County volunteers:

- Should not knowingly take any action, or make any statement, intended to influence the conduct of United Way of Island County 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, and allocation volunteers shall, annually file with the Executive Director 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 United Way of Island County duties.
7. **POLITICAL CONTRIBUTIONS:** As a charitable corporation, United Way of Island County is prohibited from making contributions to any candidate for public office or any political committee. We therefore:
- Refrain from making any contributions to any candidate for public office or political committee on behalf of United Way of Island County, including the use of United Way of Island County facilities for political campaign activities.
 - 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 United Way of Island County.
8. **POLITICAL ACTIVITY:** United Way of Island County will not:
- Attempt to participate or intervene in any political campaign or endorse any candidate for political office;
 - Provided that directors, staff, and volunteers may participate or intervene in political campaigns and may endorse and oppose candidates for political office, as long as it is clear that such activity is personal and not on behalf of, or with the support of, United Way of Island County; and
 - Provided that directors and volunteers, but not the staff, may campaign for and hold political office and may cite their service as a United Way director or volunteer in campaign literature or statements listing the

candidate's involvement with community organizations, but no endorsement of the candidate by United Way of Island County should be stated or implied in such literature or statements.

- Engage in any activity prohibited by laws or regulations governing charitable tax exempt organizations.
9. 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 or possible breaches of the Code of Ethics should be disclosed. Staff and representatives should contact a supervisor or the Executive Director. Volunteers should contact a member of the Board of Directors. 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.
 - United Way of Island County affirms prompt and fair resolution of all reported breaches.

OUR CORE VALUES

The mission of United Way of Island County is to increase the organized capacity of people to care for one another.

This critical role requires that all of us involved in the United Way of Island County, who foster such an essential public good, must assume the responsibility of earning public trust.

Accordingly, United Way of Island County plays a unique role both as a leader in the health and human services sector and must 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 know it: “United Way makes my caring count.”
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 and we impact 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.
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 integrators – 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.

United Way of Island County
Code of Ethics Certificate – February 2011

- 1) I acknowledge that I have received my personal copy of the United Way of Island County Code of Ethics.
- 2) I acknowledge that I have read my personal copy of the United Way of Island County Code of Ethics. I understand that each United Way of Island county volunteer, staff member, and representative is responsible for adhering to the principles and standards of the Code.
- 3) I confirm that I have conducted myself in accordance with the principles and standards for the Code.

Signature

Name (Please Print)

Date