

## UNITED WAY OF THE CAPITAL REGION

### Code of Ethics – *Adopted February 2001*

*Revised March 18, 2004*

*Revised March 22, 2005*

*Revised May 17, 2005*

*Revised July 28, 2011*

United Way of the Capital Region (UWCR) is committed to the highest ethical standards. Because the community places such a unique trust in UWCR, we have a special obligation to act responsibly.

No one document can anticipate all issues that may arise, but this Code can communicate key guidelines for staff and volunteers enabling us to make effective decisions with greater confidence. Of course, any individual who has questions or may wish to discuss the guidelines further should meet with their supervisor, if they are staff, or the Board Chair, if they are volunteers.

**1. PERSONAL AND PROFESSIONAL INTEGRITY:** A personal commitment to integrity in all circumstances benefits each individual and the organization as a whole. We therefore:

- Strive to meet the highest standards of performance, quality, service and achievement in working towards the UWCR 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:** UWCR is responsible to its stakeholders including staff, volunteers and donors. To uphold this trust we:

- Provide good stewardship of UWCR resources, including all donations, fees, grants, etc., to pay disbursements, operating expenses, salaries and benefits.
- Refrain from using organizational resources for non-UWCR purposes.
- Observe and comply with all laws, regulations and policies affecting UWCR.
- Provide full, fair, accurate, timely and understandable disclosure in periodic financial and programmatic reports.

**3. SOLICITATIONS AND VOLUNTARY GIVING:** United Way of the Capital Region believes the most responsive contributors are those who have the opportunity to become

transformed and involved. A well-planned campaign with an effective communications program, conducted by dedicated volunteers, will ensure responsive contributors. While UWCR has always been opposed to coercion, we do recognize a responsibility to state our beliefs formally, as freedom of choice is a basic tenet of our democratic society.

Therefore, UWCR's Board of Directors reaffirms that: "Giving is a personal matter and a personal decision: whether an individual wishes to give, and how much he or she chooses to give, is entirely up to the individual and *no form of coercion is acceptable.*"

**4. DIVERSITY AND EQUAL OPPORTUNITY:** UWCR is an equal opportunity employer committed to the principle of diversity with both our employees and volunteers. We therefore:

- Value diversity in all aspects of UWCR 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 physically challenged individual.
- Support hiring and recruitment practices that recognize and respect the diversity of our community, as well as provide equal employment opportunity.
- Refuse to engage in or tolerate any other form of discrimination or harassment.

**5. CONFLICT OF INTEREST:** To avoid any conflict of interest or the appearance of a conflict of interest which could tarnish the reputation or undermine the public's trust in UWCR. Staff and volunteer representatives shall:

- Disclose to the Board/Committee/Organization/Panel the material facts as to any possible conflicting relationship or interest in a contract or transaction.
- Disclose in writing on an annual basis any other potential conflicts of interest regarding the operation of UWCR.
- Abstain from voting thereon or participating as appropriate.
- Ensure all outside employment and other activities do not adversely affect the performance of UWCR duties or achievement of UWCR mission.
- Ensure that travel, entertainment and related expenses are incurred on a basis consistent with the mission of UWCR and not for personal gain or interests.
- Decline any gift, gratuity or favor in the performance of UWCR duties except those of minimal value, and any food, transportation, lodging or entertainment meant to influence a position or action of the organization.
- 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.

- If a resolution to a conflict, other than abstaining or not participating is warranted, the situation will be reviewed by the Executive Committee, if it is volunteer related, or the CEO, if it is staff related.

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

- Commit to ensuring that all United Way of the Capital Region information which is confidential or privileged or which is not publicly available not be disclosed outside the United Way system.
- Follow the policy regarding the release of information which holds that the President and CEO is to be the official spokesperson for United Way of the Capital Region and all inquiries from the media and community are to be directed to him/her.

**7. GUIDANCE AND DISCLOSURE:** In order to establish an open atmosphere where suspected breaches of the Ethics code can be communicated reports should be handled in the following manner:

- Reports should be made first to an employee's immediate supervisor or a volunteer's staff person and then to the Chief Professional Officer if not satisfactorily solved in the initial meeting.
- Reports 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 on organizational policies.
- Retaliation against a person who suspects and reports a breach in good faith will be treated as an independent breach of the Code.
- UWCR affirms prompt and fair resolution of all reported breaches.
- UWCR will fairly and diligently enforce all sections of this Code of Ethics. Resulting penalties will be enacted with due care after an exhaustive investigation and will be suitable for the breach of the Code.