

## **Code of Ethics**

United Way of Androscoggin County (UWAC) is committed to the highest ethical standards. Based on the unique trust placed in United Way of Androscoggin 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 UWAC. Volunteers, staff and representatives set an example for each other, and for member United Way partner agencies, by their pursuit of excellence in high standards of performance, professionalism and ethical conduct.

The United Way of Androscoggin County Code of Ethics is based on our mission and guided by our fundamental values. We are mindful that these core values must be clearly articulated, communicated and continuously reinforced. While no document can anticipate all of the challenges that may arise, the Code of Ethics will assist United Way 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 that they have with the Executive Director.

**Personal & Professional Integrity:** 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 toward the United Way of Androscoggin 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.

**Accountability:** UWAC is responsible to its stakeholders, which include partner agencies, donors and others in the community who have placed faith in UWAC. To uphold this trust we:

- Promote good stewardship of UWAC resources, including donations, grants and other contributions that are used to pay for community program services, fundraising expenses and operating expenses.
- Refrain from using organizational resources for non- UWAC purposes.
- Observe and comply with all laws and regulations affecting UWAC as a non-profit entity.

**Solicitations & Voluntary Giving:** The most responsive contributors are those who have the opportunity to become informed and involved. We therefore:

- Promote voluntary giving in working with donors and vendors.
- Refrain from any use of coercion in fundraising activities, including predicated professional advancement on the response to solicitations.

**Diversity & Equal Opportunity:** UWAC is an equal opportunity employer and is committed to the principle of diversity. We therefore:

- Value, champion and embrace diversity in all aspects of UWAC activities and respect others without regard to race, color, religion, creed, age, gender, national origin or ancestry, marital status, veteran status, sexual orientation or status as a qualified individual with disabilities.
- Support affirmative action and equal opportunity programs.
- Refuse to engage in or tolerate in any form discrimination or harassment.

**Conflicts of Interest:** To avoid any conflict of interest or the appearance of a conflict of interest which could tarnish the reputation of UWAC or undermine the public's trust, UWAC Board members, staff, volunteers and representatives should:

- Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of UWAC, including involvement with a current or potential UWAC vendor, grantee or competing organization unless disclosed to and deemed to be appropriate by the decision-making body who take the matter to the Board.
- Ensure that outside employment and other activities do not adversely affect the performance of their UWAC duties or the achievement of UWAC's mission.
- Ensure that travel, entertainment and related expenses are incurred on a basis consistent with the mission of UWAC and not for personal gain or interest.
- Decline any gift, gratuity or favor in the performance of UWAC duties except for promotional items of nominal value (under \$25). Declines the offer of any food, transportation, lodging or entertainment unless directly related to UWAC business.
- 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 might give the appearance of partiality.

**UWAC Volunteers:**

- Should not knowingly take any action or make any statement intended to influence the conduct of UWAC in such a way as to confer any financial benefit on themselves, their immediate family members or any organization in which they or their immediate family members have significant interest as stakeholders, directors or officers.
- Should disclose all known conflicts or potential conflicts of interest of any matter to the Executive Director or Board President, who will take the matter to the Board. Board members will make their disclosure to the Board, or to the chair of any committee upon

which they serve. They will withdraw from the meeting room during any discussion, review and voting in connection with such matter.

**Confidentiality & Privacy:** Confidentiality is a hallmark of professionalism. Therefore, we should:

- Ensure that any information, which is confidential, privileged or nonpublic, is not disclosed inappropriately.
- Respect the privacy rights of all individuals in the performance of their UWAC duties.

**Political Contributions:**

UWAC encourages individual participation in civic affairs. However, as a charitable organization, UWAC 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 in a manner that may create the appearance that the contribution is on behalf of UWAC.
- Refrain from using any UWAC 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 UWAC organization. If we are identified as an official of UWAC while engaging in political activities, we are doing so as an individual.
- Refrain from engaging in political activities in a manner that may create the appearance that such activity is by or on behalf of UWAC.

**Guidance & Disclosure:** Board members, staff, volunteers and representatives are encouraged to seek guidance from the Executive Committee concerning the interpretation or application of this Code of Ethics. Any known or possible breaches of the Code of Ethics should be disclosed. Reports of possible breaches will be handled in the following manner:

- All reports of possible breaches will be treated in confidence to the extent that the organization's duty to investigate and the law will 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 in good faith, reports a breach will itself be treated as a separate breach of the Code.
- UWAC affirms prompt and fair resolution of all reported breaches.