

United Way of Central Indiana Code of Ethics

Revised by the United Way of Central Indiana Board – May 18, 2017, October 25, 2018

We believe that our actions should conform to the highest standards of ethics and that we are accountable to the public in all respects. Every United Way of Central Indiana (UWCI) employee and volunteer shall maintain a commitment to excellence and to maintaining the public trust. UWCI employees and volunteers, in their official roles or when representing UWCI, will abide by the following standards:

Personal Integrity

- Seek out the truth and avoid misrepresentation.
- Ensure fairness and objectivity in all activities.
- Ensure that all confidential or privileged information is disclosed only as intended.
- Promote public confidence in UWCI, its certified agencies, and other funded programs.
- Embrace diversity and equal opportunity in all aspects of our work.
- Act in a manner that conveys respect for everyone we come into contact with.

Organizational Excellence

- Embrace the spirit of volunteer-staff partnership at every level of the organization as we work together toward achievement of the UWCI mission.
- Strive to meet the highest possible standards of performance and achievement and promote such standards among agencies.
- Be good stewards of all resources entrusted to us.
- Never use coercion when dealing with donors, potential donors, agencies, vendors and other constituents.
- Encourage growth and self-improvement among all employees.
- Promote a working climate where honesty, open communication and the expression of minority opinions are valued; and where appropriately engaging in such valued conduct will not result in retaliation.
- Treat vendors fairly and honestly, and in dealing with them and others avoiding impropriety or any appearances of impropriety.

Accountability

- Ensure efficient collection and maintenance of accurate information about the activities in which UWCI engages.
- Operate in a manner that promotes, among other things, (1) governance oversight of the financial and accounting functions of UWCI and (2) accurate and complete reporting to the public of financial and other information.

Conflict of Interest

- Employees will avoid any activity, outside interest or outside employment which

conflicts with or appears to conflict with UWCI's interests, including the achievement of UWCI's mission.

- Volunteers will disclose their interest and refrain from participating in or influencing any decision or other action of UWCI that could result in a direct or indirect benefit to him/her, family or any organization with which he or she is substantially affiliated.
- The full Conflict of Interest Statement for volunteers will be distributed annually to all UWCI committees and will be an agenda item. Committees with fiduciary or allocation responsibilities will sign and turn in the Conflict of Interest Statement. Members of the Board of Directors will complete their declaration of conflict as part of the Form 990 tax return.

Personal Gain

- Decline any personal gratuity or favor in performing his/her duties on behalf of UWCI, other than gifts of nominal value.
- Accept food, transportation or entertainment only when directly related to UWCI business and there is no appearance of influence or conflict of interest.
- Refrain from using UWCI resources or relationships for personal gain, personal interest or non-UWCI purposes.
- Employees will refrain from participation in contests and drawings for prizes at UWCI-sponsored community activities.

Anti-Nepotism

- Refrain from hiring staff into a position where a relative (by blood or by marriage) would have decision-making responsibility over that staff person.
- Avoid selecting a consultant or service provider who is a relative, personal friend, employs or is affiliated with a relative or personal friend, based solely on relationship or friendship.

Distribution of this Code annually to:

- Members of the UWCI Board of Directors, and mentioned as part of a meeting. *Acknowledgement of review of the Code of Ethics is included in the electronic Conflict of Interest questionnaire that voting board members receive and are required to sign as part of the IRS 990 tax filing. Non-voting board members should sign this form.*
- Members of all UWCI committees, and mentioned as part of a meeting.
- Annually covered in an all-UWCI staff meeting, and incorporated in the Employee Handbook.

I acknowledge that I have reviewed the United Way of Central Indiana Code of Ethics.

Signature

Date

Please PRINT Name