

United Way of Van Wert County Code of Ethics

United Way of Van Wert County (UWVWC) is committed to the highest ethical standards. The success of our United Way depends upon the ethical conduct of everyone affiliated with UWVWC. This Code establishes key guidelines to assist UWVWC volunteers and staff in making good decisions that are ethical and in accordance with applicable legal requirements.

1. Personal and Professional Integrity

- Strive to meet the highest standards of performance, quality, service and achievement in working towards the UWVWC 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
- It is the duty of each board member to report promptly any suspected violation of these standards to the President of the Board of Trustees

2. Accountability

- Promote good stewardship of UWVWC resources that are used to pay operating expenses, salaries and employee benefits
- Observe and comply with all laws and regulations affecting UWVWC

3. Solicitations and Voluntary Giving

- Promote voluntary giving in dealing with donors
- Refrain from any use of coercion in fundraising activities

4. Diversity and Equal Opportunity

- Value, champion, and embrace diversity in all aspects of UWVWC activities. UWVWC respects others without regard to race, religion, color, sex, age, handicap, national origin or ancestry.

5. Conflicts of Interest

UWVWC Staff:

- Avoid any activity or outside interest which conflicts or appears to conflict with the best interests of UWVWC, including involvement with a current or potential UWVWC vendor, grantee, or competing organization unless disclosed to and not deemed to be inappropriate by the UWVWC Board of Trustees

UWVWC Volunteers:

- Should not knowingly take any action, or make any statement, intended to influence the conduct of UWVWC in such a way to confer any financial benefit to 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 manner before the Board of Trustees, if they are Board members, or any committee upon which they serve

6. Confidentiality

- Ensure that all information, which is confidential, privileged or nonpublic, is not disclosed inappropriately

7. Whistleblower Policy

- If any employee or volunteer reasonably believes that some policy, practice, or activity of United Way of Van Wert County (UWVWC) is in violation of the law, a written complaint must be filed by the individual with the Board President.
- It is the intent of UWVWC to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees and volunteers is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of UWVWC and provides the UWVWC with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.
- UWVWC will not retaliate against an employee or volunteer who, in good faith, has made a protest or raised a complaint against some practice of UWVWC, or of another individual or entity with whom UWVWC has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.
- Complaints can be submitted in writing to the President & CEO. The President & CEO will seek a resolution to the concern. If the complainant is not satisfied with a resolution given by the President & CEO, he or she may appeal in writing to the President of the Board of Directors who will bring it to the Executive Board for discussion. Any decision regarding the concern by the Executive Board will be final.

By my signature, I affirm that in my role as a United Way of Van Wert County director, staff member, or volunteer, I will abide by this Code of Ethics.

Signature

Date