

United Way of Johnson County Code of Ethics



The United Way of Johnson County (UWJC) has earned the trust and confidence of the public through years of ethical, honest and responsible charitable service. We believe that the continued success of the UWJC depends upon the ethical conduct of its employees, board of directors and volunteers.

Additionally, we believe that UWJC must set an example for other non-profit organizations by its high standards of performance, professionalism, volunteer and charitable service, and ethical conduct.

This Code of Ethics is the policy of the UWJC and expresses its fundamental values. Every UWJC employee and volunteer, in his or her official role or when representing UWJC, will abide by the following standards.

Personal Integrity

- ◆ Seek out truth and avoid misrepresentation.
- ◆ Ensure fairness and objectivity in all activities.
- ◆ Ensure that all information that is confidential or privileged is disclosed only as intended.
- ◆ Embrace diversity and equal opportunity in all aspects of our work.
- ◆ Act in a manner that conveys respect for everyone with whom we have contact.

Organizational Excellence

- ◆ Embrace the spirit of volunteer-staff partnership at every level of the organization as we work together to achieve the mission of UWJC.
- ◆ Strive to meet the highest possible standards of performance and achievement and promote such standards among our affiliated agencies.
- ◆ Be good stewards of all resources entrusted to us.
- ◆ Never use coercion when dealing with donors or potential donors, agencies, vendors and other constituents.
- ◆ Treat vendors fairly and honestly, avoiding impropriety or any appearance of impropriety.
- ◆ Promote a working climate where honesty, open communication and minority opinions are valued.
- ◆ Encourage growth and self-improvement among all employees.

Accountability

- ◆ Ensure efficient collection and maintenance of accurate information about the activities in which UWJC engages.
- ◆ Assure access to information legally defined as public information and make full and fair reports to contributors and the public about how dollars are spent and other relevant information about UWJC programs and activities.

Conflict of Interest

- ◆ Avoid any activity or outside interest that conflicts or appears to conflict with the achievement of the UWJC mission.
- ◆ Disclose their interest and when appropriate, refrain from participating in or influencing any decision or other action that could result in direct or indirect benefit to his/herself, family or business.

Personal Gain

- ◆ Decline any gratuity or favor in performing his or her duties on behalf of UWJC, other than gifts of nominal value (less than \$25.00).
- ◆ Accept food, transportation, or entertainment only when directly related to UWJC business and there is no appearance of influence or conflict of interest.
- ◆ Refrain from using UWJC resources for personal gain, personal interest, or non-UWJC purposes.

Nepotism

- ◆ Refrain from hiring staff into a position where a relative (by blood or 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.

**United Way of Johnson County
Conflict of Interest Disclosure**

It is impossible to enumerate all possible circumstances where the appearance of a board, volunteer, or staff member's judgment might be questioned because of his or her involvement with a business interest or an agency affiliation. In situations involving the assessment of relationships, individuals must consider whether the business or personal relationship would lead a reasonable observer to conclude that the relationship poses an unacceptable threat to the individual's objectivity and independence.

In order to comply with the United Way of Johnson County Code of Ethics, please provide a listing of local United Way affiliated agencies and business entities with which you are directly or indirectly affiliated. This disclosure should be updated annually and completed to the best of your knowledge.

Please list affiliated agencies with which you serve on the Board of Directors, are employed by, or those where you have an immediate family member employed or serving on the Board of Directors. For our purposes, immediate family is defined as spouses, children, brothers, sisters, grandparents, or parents. Please also list local business affiliations including those where you are employed, serve as director, or have other material interests.

Organization

Affiliation

Commitment

I, _____, have read and understand the Code of Ethics of the United Way of Johnson County and I subscribe to the policies contained therein.

Signature Date

Print Name