



United Way of Marion County Code of Ethics

Mission: Uniting local resources to help our neighbors.

- . Along with this mission, the board, staff, and volunteers of United Way seek to serve the community through ethical decisions and actions.
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Serving the Community Through Funded Programs, Projects, and Initiatives:

1. Direct the distribution of donors' money wisely, efficiently, and objectively.
2. Inform the community of happenings through appropriate media outlets.
3. Refuse to disclose internal information on funded programs; refer, instead, to these agencies.

Complying with the Law and Maintaining Non-Profit Status:

1. Adhere to the IRS's tax code for charitable deductions and disclosure of IRS Form 990.
2. Prevent participation in lobbying elected officials on behalf of United Way.
3. Refuse to engage in or tolerate forms of illegal discrimination and sexual harassment.
4. Follow the Drug-free Workplace Act of 1988.
5. Incorporate the solicitation disclosure statement on solicitation materials.

Demonstrate Personal Integrity with Volunteers, Donors, and Co-Workers:

1. Maintain truthfulness and honesty.
2. Avoid conflict of interests, including nepotism, favoritism, and acceptance of gifts.
3. Avoid use of United Way of Marion County resources for personal gain.
4. Ensure that behavior outside the office and after hours is appropriate.
5. Contribute to the team effort, and ensure that others receive appropriate credit.
6. Avoid for-profit solicitations in the United Way office.
7. Ensure that outside employment and other activities do not interfere with responsibilities.

Set an Example as a Professional Non-Profit Organization:

1. Ensure that information, which is confidential or privileged, is not disclosed inappropriately.
2. Comply with the United Way of Marion County personnel policies manual.
3. Make full and fair disclosures of relevant information to contributors.
4. Support and treat all volunteers with fairness, equity, and respect.
5. Offer job openings publicly so that all qualified applicants know of the openings.
6. Comply with the membership requirements of United Way of America, when appropriate.

Strive for Professional Excellence:

1. Strive to meet individual and team performance standards at the highest levels.
2. Encourage and provide support for employee growth, development, and education.
3. Encourage employee involvement in appropriate organizations and the governmental process.
4. Set an example for high standards of professionalism.