

Code of Ethics

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 Worldwide, 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.

Conflict of Interest Policy

Definitions. A conflict of interest exists when a matter to be acted upon by the Board of Directors or an acting subcommittee of the board confers a direct, substantial benefit to any director, business or agency from which the director of the board derives an income or has authority in governance.

Abstention. A director shall abstain from voting on any matter before the board, which places him or her in a conflict of interest, particularly in regards to matters involving member agencies.

Procedures. Prior to voting on matters in which a potential conflict of interest exists for any director, the board chair shall inquire whether any director of the board desires to abstain from voting because of a conflict of interest, and any director of the board shall declare that he or she abstains from voting due to a conflict of interest. Prior to voting on any matter, a director of the board may be requested by another director of the board to abstain from voting due to a conflict of interest. If the challenged director refuses to abstain from voting as requested, the board chair shall immediately call for a vote of the directors to determine whether the challenged director is in conflict of interest and shall be required to abstain from voting on the matter before the board. If a two-thirds (2/3) majority of the directors present votes to require abstention of the challenged director, the director shall not be permitted to vote.

Ethics Statement

Please list any non-cash items (over \$50) received during the preceding 12 months due to your employment with United Way. Please identify who provided the items.

Please list any honorariums that you received during the past 12 months in association with your employment with the United Way of Marion County.

Did you receive any offer of any cash payment from an organization, business, agency, or individual during the past 12 months? Was this payment provided to you in association with your employment as a United Way employee and/or to influence any decision by the United Way of Marion County?

Yes No

If Yes, please describe the payment (who it was from, the amount, the purpose). This includes any offer of free services and goods in return for the outcome of a decision by the organization or granting of a contract to an individual, company, and/or agency. Please note that any such offer of payment and acceptance of payment to influence a decision by the organization, which is not immediately reported to the chief operating officer, will result in your immediate termination.

I have answered the above noted questions truthfully and to the best of my knowledge.

Signature

Date

UNITED WAY OF MARION COUNTY, INC.

Code of Ethics

I certify that I have reviewed the attached Code of Ethics of United Way of Marion County.

Name _____

Signature _____

Date _____

Attachment – Code of Ethics