

United Way of East Central Iowa Code of Ethics

United Way of East Central Iowa has earned the trust and confidence of the public through years of ethical, honest, and responsible charitable service. We believe the continued success of United Way of East Central Iowa depends upon the conduct of its employees, board of directors, board of trustees and volunteers.

Further, we believe United Way of East Central Iowa should be a model for other nonprofit organizations by adhering to the highest ethical standards of performance, professionalism, service to our communities, and ethical conduct. These standards go beyond compliance with laws and regulations.

This code of ethics is adopted as a governing policy for all of our operations and is a way of connecting our values and ideals to the work we do every day.

Personal and Professional Integrity

- We value truthfulness and strive to avoid misrepresentation.
- We strive for fairness and objectivity in our deliberations and decision-making.
- We seek to ensure that confidential or privileged information is used only as intended.
- We strive to be inclusive and embrace diversity in all of our activities.
- We are committed to the concept of equal opportunity for all.
- We respect the dignity of every person with whom we have contact.

Organizational Excellence

- We honor and embrace the partnership of volunteer and staff as we work to advance the mission of United Way of East Central Iowa.
- We strive for operational excellence at United Way and member agencies in recognition that to do less violates our public trust.
- We pledge as volunteers and staff to exercise good stewardship.
- We will not condone coercive or unscrupulous behavior in any of our business dealings with volunteers, staff, donors, member agencies or vendors.
- We pledge to deal with vendors without bias or preferential treatment.
- We pledge to provide a working environment where open communications and diversity of opinions are welcomed and encouraged.
- We strive to encourage growth and personal development for each of our employees.

Accountability

- We pledge to efficiently collect and maintain accurate information regarding all aspects of our operations.



- We pledge to fully disclose all information legally defined as public information and to provide fair and accurate reports on how contributions are used to strengthen our communities.
- We will refrain from using organizational resources for non-United Way purposes.
- We will observe and comply with all laws and regulations affecting United Way.

Conflict of Interest

- As staff and volunteers we pledge to protect the good name of United Way of East Central Iowa and to avoid any activity that diminishes our mission.
- As volunteers and staff of United Way of East Central Iowa we pledge to disclose our personal interests and when appropriate to refrain from participating in or influencing any decision that would provide a direct personal advantage to us or any member of our family.
- As staff and volunteers we will refrain from influencing the selection of staff, consultants, vendors who are relatives or personal friends or affiliated with, employ or employed by a person with whom they have a relationship that adversely affects the appearance of impartiality.
- As staff, we will ensure that all outside employment and other activities do not adversely affect the performance of their United Way duties.
- As staff and volunteers we pledge not to accept any gratuity or favor in return for duties performed on behalf of United Way from parties that may have benefited materially from our decisions.
- As staff and volunteers we agree to refrain from accepting food, travel, or entertainment that is directly related to United Way of East Central Iowa business decisions.
- As staff and volunteers we agree not to use United Way of East Central Iowa resources to advance material personal or business interests.

Solicitations and Voluntary Giving

- As staff and volunteers of United Way, we will promote voluntary giving in relationships with donors and vendors.
- As staff and volunteers of United Way, we will refrain from any use of coercion in fundraising activities, including predicated professional advancement in response to solicitations.

Employment Practices

- We expect that each employee will be treated with respect, free from verbal or physical harassment.
- We pledge to be an equal opportunity employer that hires on merit and without regard to age, creed, disability, gender, marital status, military status, national origin, race, religion, sexual preference, or other legally protected bases.

Nepotism

- United Way of East Central Iowa will not place a person in a staff position where their performance would be managed by a relative (by blood or marriage).
- We will avoid selecting a consultant or vendor who is a relative, close personal friend, employee, or is associated with a relative or close personal friend, based primarily on that relationship.

Confidentiality and Privacy

- We will ensure that all information which is confidential, privileged, or nonpublic is not disclosed inappropriately.
- We will respect the privacy rights of all individuals in the performance of their United Way duties.

Political Contributions

- We will not make any contributions to any political candidate or public officer or political committee on behalf of United Way.
- We will not use organizational resources, facilities or personnel to endorse or oppose a candidate for public office.
- We will clearly communicate that we are not acting on behalf of the organization, if identified as a representative of United Way, while engaging in political activities in an individual capacity.

Guidance and Disclosure

- Volunteers, staff and representatives are encouraged to seek guidance from the Executive Committee and Staff Ethics Officer concerning the interpretation or application of this Code of Ethics.
- The Staff Ethics Officer has been identified as the President/CEO of United Way of East Central Iowa.
- Any known or possible issues of compliance with the Code of Ethics should be disclosed.
- Staff should contact either the Staff Ethics Officer or Executive Committee.
- Volunteers should contact a member of the Executive Committee.

I have read and understand the Code of Ethics of United Way of East Central Iowa.

Printed Name

Signature

Date