

United Way of Washington County, MD

Code of Ethics

Mission Statement

**To lift the community and change lives together through the collective power of
advancing the common good**

United Way of Washington County, MD (UWWC) is committed to operating with the highest ethical standards. We have a special obligation to our donors, volunteers, partner agencies and the citizens of Martin County to operate ethically. The continued success of the UWWC and the value of our reputation depend upon the ethical conduct of everyone affiliated with the organization.

This Code of Ethics is grounded in our mission. It is designed to be a helpful guide for staff, volunteers and representatives of UWWC in fulfilling their ethical responsibilities.

While no document can anticipate all of the challenges that may arise, this Code communicates guidelines that will help United Way staff, volunteers and representatives with making decisions that are both ethical and in accordance with applicable legal requirements. Any questions or concerns should be discussed with the President/CEO or the UWWC Executive Committee.

1. **Personal and Professional Integrity:** A personal commitment to integrity in all circumstances benefits each individual as well as the organization. Therefore, we will:
 - Strive to achieve the highest standards of performance, quality, and service in working towards achievement of the UWWC's mission.
 - Seek out the truth and avoid misrepresentation.
 - Promote a working environment where there is honest, open communication and all opinions are valued.
 - Strive to practice and uphold the six pillars of good character: trustworthiness, respect, fairness, responsibility, caring and citizenship.
 - Observe and comply with all laws and regulations pertaining to the organization.

2. **Accountability:** UWWC is responsible to its stakeholders including donors, volunteers, partner agencies, community organizations, staff and other individuals who have placed their faith in the integrity of the organization. To uphold this trust, we will:
 - Promote good stewardship of the United Way's resources including corporate and individual pledges, cash, grants and other contributions that are used to support health and human services and pay operating expenses.
 - Refrain from using organizational resources for non-United Way purposes.

3. Solicitations and Voluntary Giving: The most responsive contributors are those who have the opportunity to become informed and involved. Therefore, we will:
 - Affirm that giving is a personal matter and personal decision.
 - Promote voluntary giving in dealing with donors and vendors.
 - Refrain from any use of coercive fundraising practices.

4. Diversity and Equal Opportunity: UWWC is an equal opportunity employer. Its staff and volunteers are committed to the principal of diversity. Therefore, we will:
 - Value and embrace diversity in all aspects of the organization's activities and respect others without regard to race, color, religion, creed, age, sex, national origin or ancestry, marital status, veteran status, sexual orientation, or disability.
 - Support Equal Opportunity Employment/Affirmative Action regulations and guidelines that take an affirmative stance and prohibit discrimination in employment

5. Conflicts of Interest: To avoid any conflicts of interest or the appearance of a conflict in interest that could tarnish the reputation of UWWC as well as undermine the public's trust in our organization, United Way staff will:
 - Avoid any activity or outside interest that conflicts or appears to conflict with the best interest of UWWC, including involvement or potential involvement with a current or potential UWWC vendor, partner agency or competing organization unless disclosed to and not deemed to be inappropriate by the UWWC Executive Committee.
 - Ensure that UWWC staff will not serve on the Board of Directors or governing committee of any agency or organization receiving United Way funding support or receive payment for any services he/she renders to an affiliated or partner agency. Use good judgment and discretion when filling other volunteer roles within affiliated or partner agencies.
 - Ensure that travel, entertainment and related expenses are incurred on a basis consistent with the mission of UWWC and not for personal gain or interest.
 - Decline any gift, gratuity or favor in the performance of UWWC duties. The only exception is promotional items of nominal value that are donated to the UWWC office.
 - Refrain from improperly influencing the selection of staff, consultants or vendors who are relatives or personal friends or affiliated with or employed by a person with whom they have a relationship that adversely affects impartiality.
 - Not knowingly take any action or make any statement intended to influence the conduct of UWWC in such a way to confer any financial benefit to themselves, their immediate family members or any organization in which they have 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 matter before the UWWC Executive Committee or any committee upon which they serve and withdraw from the meeting room during any discussion, review and voting in connection with such matter.

6. Confidentiality and Privacy: Confidentiality is a hallmark of professionalism. Therefore, we will:
 - Ensure that all information, which is confidential, privileged, or non-public, is not disclosed inappropriately.
 - Respect the privacy rights of all individuals in the performance of their UWWC duties.

7. Political Contributions and Endorsements: As a charitable operation, UWWC is prohibited from making contributions or endorsements to any candidate for public office or political committee. Therefore, we will:

- Refrain from making any contributions or endorsements to any candidate for public office or political committee on behalf of UWWC including the use of United Way facilities for political campaign activities.
- Refrain from making any contributions or endorsements to any candidate for public office or political committee that may appear to be on behalf of UWWC.

8. Guidance and Disclosure: Volunteers, staff and representatives are encouraged to seek guidance from the President/CEO, department supervisors or the UWWC Executive Committee concerning the interpretation or application of the Code of Ethics. Any known or perceived breaches of the Code of Ethics should be disclosed. Staff and representatives should contact the United Way Executive Committee. Volunteers, donors or members of the community should also contact a member of the UWWC Executive Committee.

Reports of perceived breaches will be handled in the following manner:

- All reports of breaches may be disclosed anonymously and will be treated in confidence as much as the organization's duty to investigate and the law allow. If confidentiality cannot be maintained, the individual disclosing the alleged breach will be notified.
- All reported breaches will be investigated and, if needed, appropriate action taken based upon the policies of the organization.
- Retaliation will not be permitted against a person who suspects and reports a breach in good faith and will be treated as an independent breach of the Code.
- UWMC affirms prompt and fair resolution of all reported breaches.

Certificate

I have read and understand the United Way of Washington County's Code of Ethics.

Sign

Date