

## **Statement of Operating Principles**

United Way of Washington County Maryland (UWWC) is committed to the highest ethical standards and honest conduct in all its dealings. Based on the unique trust placed in UWWC to serve the common good, we have a special obligation to conduct ourselves in an ethical and forthright way. The success of the United Way and our reputation depends upon ethical conduct. Volunteers, staff, and representatives must set an example for each other, and for our United Way partners, by their pursuit of excellence, performance, professionalism, and ethical conduct.

This Statement of Operating Principles is based upon our vision and mission and is guided by our fundamental values: Leadership and Collaboration, Accountability and Results, Integrity and Trust, Diversity and Inclusion. These core values must be clearly articulated, communicated and continuously reinforced within our organization. While no document can anticipate all of the challenges that may arise, this statement communicates key guidelines and will assist UWWC volunteers, staff and representatives in making good decisions. All are encouraged to discuss questions or concerns they have with a supervisor, the designated ethics officer, or with the UWWC Board.

### **1. PERSONAL AND PROFESSIONAL INTEGRITY**

A personal commitment to integrity in all circumstances benefits each individual as well as the organization. We therefore:

- Strive to meet the highest standards of performance and quality of service in working towards accomplishment of the UWWC mission.
- Communicate honestly and openly.
- Promote a working environment where honesty, open communication and all opinions are valued.
- Exhibit respect and fairness toward all those with whom we come into contact.

### **2. ACCOUNTABILITY**

UWWC is responsible to all those who have placed their trust in us, to include partner organizations, donors and the community at large. To uphold this trust we:

- Promote good stewardship of United Way resources, including membership fees, grants and other contributions.
- Do not use organizational resources for non-UWWC purposes.
- Observe and comply with all laws and regulations affecting UWWC.

### **3. SOLICITATIONS AND VOLUNTARY GIVING**

- Promote voluntary giving in dealing with donors and vendors.
- Refrain from any use of coercion in fundraising activities, including predicated professional advancement on response to solicitations.

### **4. DIVERSITY AND EQUAL OPPORTUNITY**

UWWC is an equal opportunity employer and is committed to the principle of diversity. We therefore:

- Value, champion, and embrace diversity in all aspects of United Way activities.
- Support equal employment opportunity programs at both UWWC and its partners.
- Refuse to engage in or tolerate any form of harassment.
- Will not engage in any unlawful discriminatory practice.

## **5. CONFLICTS OF INTEREST**

To avoid any conflict of interest or the appearance of a conflict of interest which could tarnish the reputation of UWWC as well as undermine the public's trust in all

*United Way staff and representatives:*

- Avoid any activity or outside interest which conflicts or would appear to conflict with the best interest of UWWC, including involvement with a current or potential UWWC vendor, grantee, or competing organization unless disclosed to and not deemed to be inappropriate by the designated ethics officer. Any such action will be reported to the UWWC Executive Committee and/or Board of Directors.
- Ensure that outside employment and other activities do not adversely affect the performance of their UWWC duties or the achievement of UWWC's mission.
- Ensure that travel, entertainment and related expenses are incurred on a basis consistent with the mission of UWWC and not for personal gain or interests.
- Decline any gift, gratuity or favor in the performance of UWWC duties, including food, transportation, lodging or entertainment unless directly related to UWWC business, except for promotional items of nominal value
- Refrain from influencing the selection of staff, consultants or 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.
- Encourage UWWC member agencies to adopt similar policies.

*UWWC volunteers:*

- Should 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 on themselves, their immediate family members or any organization in which they 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 Board of Directors, if they are Board members, or any committee upon which they serve and withdraw from the meeting room during any discussion, review and voting in connection with such matter.
- Members of the Board shall annually file with the Ethics Officer a disclosure of all known potential conflicts of interest.

## **6. CONFIDENTIALITY AND PRIVACY**

Confidentiality is essential to the work we do, therefore UWWC will:

- Ensure that all information, which is deemed confidential under any Federal, State or Local law or ordinance, is not disclosed inappropriately.
- Respect the privacy rights of all individuals in the performance of their UWWC duties.

## **7. POLITICAL CONTRIBUTIONS**

- UWWC encourages individual participation in civic affairs. UWWC may not make contributions to any candidate for public office or political committee and may not intervene in any political campaign on behalf of or in opposition to any candidate for public office.

## **GUIDANCE AND DISCLOSURE**

Volunteers, staff, and representatives are encouraged to seek guidance concerning the interpretation or application of this Code of Ethics. Any known or possible breaches of the Statement of Operating Principles should be disclosed. Staff and Volunteers should contact the designated ethics officer.

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

- All reports of possible breaches 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 possible breach will be notified.
- All reported breaches will be investigated and, if needed, appropriate action taken.
- Retaliation against a person who suspects and reports a Breach in good faith will be treated as an independent breach of the spirit of this Statement of Operating Principles.
- UWWC affirms prompt and fair resolution of all reported breaches.

### **Statement of Operating Principles Certificate**

Please indicate in the table below any organization with which you are involved that may present a potential or actual conflict of interest. Please include the name of the organization, your role within that organization (i.e. Board member, volunteer, spouse is an employee, etc.), as well as the organization's relationship to UWWC (i.e. member agency, significant vendor, etc.). If you have questions, please contact the United Way office and ask for the contact information for the Ethics Officer.

Name of Organization	Role of Individual	Relationship of Organization to UWWC

I acknowledge that I have received and read my personal copy of the United Way of Washington County Maryland Statement of Operating Principles. I understand that each United Way of Washington County Maryland volunteer, staff member and representative is responsible for adhering to these principles and standards. I confirm that I will conduct myself in accord with the principles and standards of this statement. The certification process is mandatory for all UWWC staff and members of the Board of Directors.

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Approved by Board of Directors 6/17/04  
Revision Made and Approved by Board of Directors 2/28/07