

United Way of the Tanana Valley	Policy Number: ADMIN - 004	Page: 1 of 3
Chapter: Administration	Related Policies: ADMIN - 003	First Created: 6/10/04
Subject: Code of Ethics & Conduct		Current Approved Revision: 04/08/10
Created by: _____ Executive Director	Approved by: _____ BOD, President	This revision supersedes most recent revision date.

Statement of Policy. United Way is committed to a high ethical standard. Because of the unique trust placed in United Way to serve the public good, United Way has a special obligation to act ethically.

Statement of Responsibility. This Code of Ethics and Conduct (the Code) guides the conduct of Board members, staff, volunteers, and representatives of United Way, and is intended to foster an environment that promotes ethical conduct in carrying out their responsibilities.

Definitions. None

Policy.

A. Personal Integrity

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

1. Respect and seek out the truth and avoid misrepresentation;
2. Ensure fairness and objectivity in all activities;
3. Set an example for high standards of professionalism;
4. Honor the right of privacy of all people, including co-workers, donors, contributors, and beneficiaries.

B. Professional Excellence

United Way promotes professional excellence and encourages open and honest communication among all employees to create an atmosphere conducive to personal growth and career development. Therefore we:

1. Strive to meet performance standards at the highest level;
2. Refuse to engage in or tolerate fraud, misuse, abuse, or waste of United Way resources;
3. Exhibit respect for co-workers and all those with whom we come in contact.
4. Have the courage to face situations squarely and offer a minority opinion when necessary;
5. Will comply with all laws and regulations affecting the organization.

C. Accountability

United Way has responsibilities to its stakeholders, which include member agencies, donors, and others in the community who have placed trust in United Way. To uphold this trust we:

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1. Make full and fair disclosure of all relevant information to stakeholders, who have a right to know how their dollars are spent;
2. Spend stakeholders' money wisely, efficiently, and objectively;
3. Shall be good stewards of United Way resources, including donations, grants, and other contributions that are used to pay for community program services, fundraising expenses, and management and general expenses.
4. Ensure all Board members and staff annually acknowledge and review the Code.

D. Voluntary Giving

The most responsive contributors are those who have the opportunity to become informed and involved. Therefore we:

1. Promote voluntary giving in dealing with donors and vendors;
2. Refrain from any use of deception or coercion in fundraising activities.

E. Volunteers, Agency Directors, and Agency Representatives

Volunteers, agency directors, and agency representatives also represent United Way and set examples through their ethical conduct and professionalism.

Volunteers, agency directors, and agency representatives therefore:

1. Shall review the Code of Ethics and Conduct of United Way and ensure that they adhere to the spirit of the Code when making policy or otherwise managing the affairs of their organizations;
2. Shall not knowingly take any action or make any statement intended to influence the conduct of United Way in such a way as to confer any financial benefit on such volunteers, agency directors, agency representatives, their immediate family members, or any organization in which they or their family members have a significant interest as stockholders, directors, or officers;
3. Should disclose all conflicts or potential conflicts of interest as soon as the volunteer becomes aware of it, and, absent the consent of those at the meeting not having a conflict of interest, should withdraw from the meeting room during discussion, review, and voting in connection with the matter, except to answer questions of those not having a conflict.

F. Vendor Relations

The purchasing of products and services should be considerate to donors by minimizing operational costs, while affording the maximum opportunity for local vendors to participate. Vendors shall be treated fairly to avoid favoritism or the appearance of impropriety. Therefore we will:

1. Purchase all products and services in a manner that balances efficiency, fiscal prudence, and responsibility, consistently with this Code of Ethics and Conduct;
2. Establish threshold amounts for the cost of products and services above which vendors will be afforded the opportunity to offer or qualify their products or services on a competitive basis, except where the Board of Directors determines a competitive process is unnecessary or inappropriate;
3. Conduct any competitive bidding in a fair and professional manner, giving no special preferences to any vendor.

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G. Diversity and Equal Opportunity – United Way is an equal opportunity employer and is committed to the principles of diversity.

H. Conflict of Interest

1. Even the appearance of a conflict of interest would risk tarnishing the reputation of the organization and undermine the public's trust in United Way. Therefore, directors, employees, and volunteers shall:
 - a. Avoid any activity or outside interest which conflicts or appears to conflict with the best interests of United Way, including involvement with a current or potential United Way vendor, grantee, or competing organization, unless disclosed to and waived by the Board of Directors;
 - b. Refrain from participating in or influencing any decision or other action of United Way that could result in a personal, family, or organizational direct or indirect material benefit, unless disclosed to and waived by the Board of Directors;
 - c. Ensure that outside employment and other activities do not interfere with responsibilities within United Way, do not adversely affect United Way, and do not use United Way resources;
 - d. Ensure that travel, entertainment, and related expenses are incurred on a basis consistent with the mission of United Way and not for personal gain or interest;
 - e. Not solicit or accept gratuities, gifts, or favors, other than promotional gifts of nominal value, or accept food, transportation, lodging, or entertainment unless directly related to United Way business, or use United Way resources for personal gain;
 - f. Where a conflict of interest arises despite the good faith of the persons involved, the conflict of interest may be waived only by the Board of Directors after full disclosure, by majority vote among those not having a conflict of interest.

2. Because of the potential seriousness of a conflict of interest, the Board of Directors reserves to itself the right to waive a conflict of interest.

I. Confidential Information

Confidentiality is a hallmark of professionalism. Therefore, we shall:

1. Ensure that all information which is confidential or privileged is not improperly disclosed and that all information which is not publicly available is not inappropriately disclosed;
2. Require that all persons who come into possession of non-public information from United Way, including auditors and examiner, ensure that such non-public information be treated as confidential and not disclosed.

End of Policy

**UNITED WAY OF THE TANANA VALLEY
CODE OF ETHICS & CONDUCT
ACKNOWLEDGEMENT**

United Way employees and representatives are encouraged to disclose any perceived breaches of the Code of Ethics of which they are aware. Disclosure should be made to the Executive Director or a Board officer.

Any reported breaches will be investigated and appropriate action, if needed, will be taken. Any unresolved issue will be addressed by the United Way Board of Directors.

Confidentiality will be maintained for the individual disclosing the breach, unless the matter raises serious legal implications. In such instances, the individual disclosing the breach will be notified. United Way management will not take any adverse action against employees solely for disclosing perceived breaches of the Code. United Way encourages all individuals to be prompt, open, and forthright in reporting perceived breaches of the Code of Ethics.

(1) Do you attest that you have read this document in its entirety, understand its content and intent, and agree to all aforementioned items?

Yes _____ No _____

(2) Do you serve on a United Way's member agency Board of Directors?

Yes _____ No _____

Please list the agency or agencies:

(3) If yes, do you believe that this will affect your decisions regarding the member agency or agencies?

Yes _____ No _____

(4) Do you perceive there are any other conflicts of interest that should be disclosed?

Yes _____ No _____

Please comment:

Signature

Date

Printed Name