

UNITED WAY OF THE TANANA VALLEY
CODE OF ETHICS
Adopted June 10, 2004

United Way of the Tanana Valley (United Way) is committed to a high ethical standard. Because of the unique trust placed in United Way to serve the public good, we have a special obligation to act ethically. This Code of Ethics is based on our mission to lead the community in providing the necessary resources and information to solve the human care needs of the Tanana Valley.

The success of the United Way system and our reputation depend upon the ethical conduct of everyone affiliated with our organization. Board members, volunteers, staff and representatives set an example for each other and for member agencies by their pursuit of high standards of performance, professionalism and ethical conduct.

This Code of Ethics is the policy of United Way and expresses fundamental values. Accordingly, this 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.

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

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

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. We therefore:

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

ACCOUNTABILITY AND EFFICIENCY: 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:

- Make full and fair disclosure of all relevant information to stakeholders, who have a right to know how their dollars are spent.
- Spend stakeholders' money wisely, efficiently and objectively.
- 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.

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VOLUNTARY GIVING: The most responsive contributors are those who have the opportunity to become informed and involved. We therefore:

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

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:

- Shall review the Code of Ethics of United Way of the Tanana Valley and ensure that they adhere to the spirit of the Code when making policy or otherwise managing the affairs of their organizations.
- 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.
- Should disclose all conflicts or potential conflict 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.

VENDOR RELATIONS: Policies for the purchase of products and services should be responsible 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. We therefore will:

- Purchase all products and services in a manner that balances efficiency, fiscal prudence and responsibility, consistently with this Code of Ethics.
- 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.
- Conduct any competitive bidding in a fair and professional manner, giving no special preferences to any vendor.

DIVERSITY AND EQUAL OPPORTUNITY: United Way is an equal opportunity employer and is committed to the principle of diversity.

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CONFLICT OF INTEREST: 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:

- 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, as provided below.
- 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, as provided below.
- Ensure that outside employment and other activities do not interfere with the responsibilities within United Way, do not adversely affect United Way, and do not use United Way resources.
- 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.
- 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.
- 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. Because of the potential seriousness of a conflict of interest, the Board of Directors reserves to itself (or to the Executive Committee, as provided in the Bylaws) the right to waive a conflict of interest.

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

- Ensure that all information which is confidential or privileged is not improperly disclosed and that all information or which is not publicly available is not inappropriately disclosed.
- 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.