

United Way of Will County Code of Ethics and Statement on Diversity

The United Way of Will County is committed to the highest ethical standards. The success of our United Way depends upon the ethical conduct of everyone affiliated with United Way of Will County. Recognizing that the reputation of our United Way is our most valuable asset, it is essential that representatives of the organization not engage in any conduct which is, or could be perceived as, unethical, immoral or otherwise detrimental. While no document can anticipate all the challenges that may arise, this code establishes key guidelines to assist our volunteers and staff in making good decisions that are ethical and in accordance with applicable legal requirements. Therefore, in all our endeavors as representatives of United Way of Will County, we adhere to the following:

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, quality, service and achievement in working toward our United Way mission.
- Communicate honestly and openly and avoid misrepresentation.
- Promote working environment where honesty, open communication and minority opinions are valued.
- Exhibit respect and fairness toward all those with whom we come in contact.

Accountability: UWWC is responsible to its stakeholders, which include donors, members of UWWC organizations, and others who have placed faith in UWWC. To uphold this trust we:

- Promote good stewardship of United Way resources.
- Refrain from using organization resources for non-UWWC purposes.
- Observe and comply with all laws and regulations affecting United Way.

Solicitation and 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.
- Refrain from any use of coercion in fund raising activities.

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 United Way activities.
- Recognize the distinct differences of individuals and organizations and capitalize on the strengths of each.
- Support equal employment opportunity programs throughout UWWC.

Conflict of Interest: To avoid any conflict of interest or the appearance of the conflict of interest which could tarnish the reputation of UWWC, as well as undermine the public's trust in all United Way organizations, UWWC volunteers will:

- Avoid any activity or outside interest that conflicts or appears to conflict with the best interest of the UWWC, including involvement with a current or potential United Way vendor, grantee, or competing organization unless disclosed to and not deemed to be inappropriate by the United Way Board of Directors.

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Avoid knowingly taking any action, or making any statements, intended to influence the conduct of the United Way in such a way as to confer any financial benefit to themselves, their immediate family members or their immediate family members who have a significant interest as stakeholders, directors or officers.

Disclose all known conflicts or potential conflicts of interest in any matter coming before the Board of Directors, if they are Board members, or any committee upon which they serve. Annually file with the CEO a disclosure of all known potential conflicts of interest.

UWWC staff and representatives will:

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 performance of UWWC's duties except for promotional items of nominal value, and any food, transportation, lodging or entertainment unless directly related to UWWC business.

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.

Confidentiality: Confidentiality is a hallmark of professionalism. We therefore: Ensure that all information which is confidential, privileged or nonpublic is not disclosed inappropriately.

Political Contributions: As a charitable corporation, UWWC is prohibited from making contributions to any candidate for public office or any political committee. We therefore:

Refrain making any contribution to any candidate for public office or political committee on behalf of UWWC. Including the use of UWWC facilities for political campaign activities.

Refrain from making any contribution to any candidate for public office or political committee in a manner that may create the appearance that the contribution is on behalf of UWWC.

Volunteers and staff are encouraged to seek guidance from the Executive Committee concerning the interpretation or application of this Code of Ethics. Any known or possible breaches of the Code of Ethics should be disclosed to the Executive Committee for investigation and prompt and fair resolution.

5-19-04 – approved by Executive Committee

5-25-04 – approved by Board of Directors