

**SUBJECT:** Code of Ethics , Policies and Procedures

**SCOPE:** United Way of Gratiot & Isabella Counties Trustees and Staff

**PURPOSE:**  To establish guidelines to assist Trustees and staff in making good decisions that are ethical and in accordance with applicable legal requirements. Questions, comments or concerns should be discussed with a member of the Executive Committee or the President/CEO.

**Personal and Professional Integrity – A personal commitment to integrity in all circumstances benefits everyone as well as the organization.**

1.1 Strive to meet the highest standards of performance, quality, service, and achievement in working toward United Way’s mission.

1.2 Communicate honestly, openly and avoid misrepresentation.

* 1. Promote a working environment where honesty, open communication and minority opinions are valued.
  2. Exhibit respect and fairness toward all those with whom we come into contact.

**Accountability – United Way is responsible to its stakeholders, which include member agencies, donors and others who have placed faith in United Way.**

* 1. Promote good stewardship of resources, including donations, grants and other contributions that are used to pay operating expenses, salaries and employee benefits.
  2. Refrain from using organizational resources for non-United Way purposes.
  3. Observe and comply with all laws and regulations affecting United Way.

**Solicitation and Voluntary Giving – The most responsive contributors are those who can**

**become informed and involved.**

* 1. Promote voluntary giving in dealing with donors and vendors.
  2. Refrain from any use of coercion in fundraising, activities, including predicating

professional advancement on response to solicitations.

**Conflict of Interest — To avoid any conflict of interest or the appearance of a conflict of interest which could tarnish the reputation of United Way, as well as undermine the public’s trust in all United Way organizations, staff and board members are to adhere to the following procedures.**

* 1. Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of United Way, 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 Trustees.
  2. Ensure that outside employment and other activities do not adversely affect the performance of their United Way duties or the achievement or the organization’s mission.
  3. Ensure that travel, entertainment, and related expenses are incurred on a basis consistent with the mission of the United Way and not for personal gain or interests.
  4. Decline any gift, gratuity, or favor in the performance of United Way duties except for promotional items of nominal value and any food, transportation, lodging or entertainment unless directly related to United Way business.
  5. Refrain from influencing the selection of staff, consultants, vendors who are relatives of personal friends or affiliated with, employ, or employed by a person with whom they have a relationship that adversely affects the appearance of impartiality.
  6. Should not knowingly act, or make any statement, intended to influence the conduct of United Way in such a way to confer any financial benefit on themselves, their immediate family, or any organization in which they or their immediate family members have a significant interest as stakeholders, directors, or officers.
  7. Disclose any known conflicts or potential conflicts of interest in any matter before the Board of Trustees 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.
  8. Members of the Board shall annually disclose with the Executive Committee all known potential conflicts of interest.

**Confidentiality and Privacy — Confidentiality is a hallmark of professionalism.**

* 1. Ensure that all information which is confidential, privileged or nonpublic, is not disclosed inappropriately.
  2. Respect the privacy rights of all individuals in the performance of their United Way duties.

**Political contributions – As a charitable corporation, United Way is prohibited from making political contributions to any candidate for public office or to any political committee.**

* 1. Refrain from making any contribution to any candidate for public office of political committee on behalf of the United Way, including the use of facilities for political campaign activities.
  2. 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 United Way.
  3. Political Activities – As an organization receiving funds from federal agencies, United Way must administer programs in a politically nonpartisan manner and must avoid actions which can reasonably be construed as intended to favor one political party over another or to influence the outcome of any election for public or party office. The use of programs funds, the provision of services and the assignment of personnel must not result in the identification of the United Way organization with any activity which is designed to influence the election or defeat of a candidate for public office or for any other political purpose Board members, staff, volunteers and representatives of United Way may not engage in partisan political activities while on duty or use their United Way titles, letterhead etc. while so engaged, as this may endanger the organization’s 501c3 status.

**Guidance and Disclosure – Volunteers, staff and Board members are encouraged to seek guidance from the Executive Committee and/or President/CEO concerning interpretation or application of this Code of Ethics. Any known or possible breaches of the Code of Ethics should be disclosed. Reports of possible breaches will be handled in the following manner:**

* 1. All reports of possible breaches will be treated in confidence as much as the

organization’s duty to investigate the law allow. If confidentially cannot be maintained, the

individual disclosing the possible breach will be notified.

* 1. All reported breaches will be investigated and, if needed, appropriate action taken based

upon the policies of the organization.

*Liability Insurance & Legal Counsel: United Way maintains a Non-Profit Directors & Officers (D&O) Liability Insurance policy and has access to legal counsel when needed. The D&O Liability Insurance covers directors, officers, employees and volunteers for any actual or alleged act, error misstatement, misleading statement, omission, neglect or breach of duty, mismanagement of funds, wrongful employment practice harassment, wrongful termination and person injury.*

**DEFINITIONS:**

**Policy: Policy:** A statement of institution-wide scope of impact or of such a nature as to require the action of the Board of Trustees.

**Procedure:** A way of accomplishing something; a series of steps followed in a definite order; a traditional or established way of doing things.

**HISTORY:**

Adopted: October 18, 2004

Revised: May 21, 2013

Revised: May 11, 2018

**CONFLICT OF INTEREST STATEMENT**

I ACKNOWLEDGE THAT I HAVE REVIEWED UNITED WAY OF GRATIOT & ISABELLA COUNTY’S CONFLICT OF INTEREST POLICIES AS CONTAINED IN THE CODE OF ETHICS. I UNDERSTAND AND WILL ABIDE BY THESE POLICIES.

Review of these policies is required of all Board members and staff of United Way annually. Signed copies are to be kept on file at the United Way office.

Signature and Date