

Code of Ethics **Schuylkill United Way**

Approved by SUW Board of Directors on March 9, 2009

Schuylkill United Way is synonymous with charitable service. The general public associates the United Way name with hundreds of worthy causes. Indeed, for many people, the United Way is the primary way they meet their desire to help their fellow human beings.

The United Way has a unique role as a leader of philanthropy to benefit human services and as a major resource to local agencies. The Schuylkill United Way has earned public trust, nurtured by years of ethical, honest, and responsible community service. The continued success of the Schuylkill United Way depends upon the ethical conduct of the organization, its employees and representatives.

For the purposes of this document:

- “Ethics” refers to the rules or standards governing the conduct of the staff and volunteers of United Way.
- “Respect” is a willingness to show consideration or appreciation.
- A “volunteer” is considered to be anyone serving as a Director or on a United Way committee.
- An “employee” is an individual who receives compensation from United Way for their services.
- An “agency” is any health and human service organization currently receiving funding from United Way.

Schuylkill United Way and volunteers should set an example for other non-profit organizations by their high standards of performance, professionalism, volunteer and charitable activities, helping of the less fortunate and ethical conduct.

This code of ethics was developed to guide the conduct of all employees, volunteers and agencies affiliated with the Schuylkill United Way.

Personal Integrity

A personal commitment to integrity in all circumstances benefits each individual as well as the organization. In their role at United Way, each employee will:

- Respect and seek out the facts and avoid misrepresentation.
- Ensure fairness and objectivity in all activities pertinent to United Way.
- Honor the rights of all people, including co-workers, contributors, and beneficiaries.
- Comply with the law or work to change it.
- Respect all co-workers and all other individuals without regard to race, color, religion, creed, age, sex, national origin or ancestry, marital status, veteran status, sexual orientation, or status as a qualified disabled or handicapped individual.

Professional Excellence

As an employer, Schuylkill 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.

It is management's responsibility to:

- Encourage employee development. Communicate with personnel to help them achieve their goals and increase their self-esteem through job enrichment.
- Evaluate employees on a fair, timely and consistent basis. All employees should know what is expected of them and how they are progressing toward fulfilling expectations.
- Show respect and empathy for employees. Be considerate while mindful of managerial responsibilities.
- Regularly solicit and respect the opinions of those you supervise.

All Schuylkill United Way employees, at every level, have the responsibility to:

- Carry out the decisions of the Board.
- Strive to meet performance standards at the highest level.
- Refuse to engage in or tolerate any fraud, misuse, abuse or waste of United Way resources.
- Encourage growth and self-improvement in themselves and their co-workers.

- Exhibit respect for co-workers and all those with whom they come into contact.
- Have the courage to face situations squarely and offer a minority opinion when necessary.
- Examine all alternatives with the understanding that the easiest action is not always in the best interest of the organization.
- Discuss any questions concerning interpretations or compliance with the code of ethics with their manager, the President/CEO or other designated person.
- Report, and protect others who report, ethics or other policy violations.
- Set an example, as an employee of a leading non-profit organization, for high standards of professionalism.
- Volunteer themselves in community service organizations as an affirmation of the value of volunteerism.
- Promote public confidence in philanthropic institutions.

Responsibilities to Volunteers

The service of volunteers is crucial to the success of the Schuylkill United Way. In order to assist volunteers to serve effectively and to obtain satisfaction from their service, it is the responsibility of all United Way staff to:

- Support volunteers so they can perform to the highest level of their contribution and personal satisfaction.
- Treat all volunteers with fairness, equity and respect, providing appropriate mechanisms for their views and interests to be expressed.
- Involve volunteers at appropriate levels and phases of the decision-making process.
- Assist in the development and the understanding of the roles of volunteers and employees, respectively; set clear standards of performance for volunteers and appropriately recognize their contributions.
- Provide benefits and prerequisites to volunteers that are consistent with the spirit of volunteerism.
- Make accessible the Code of Ethics to all volunteers.

Responsibilities of Volunteers

Volunteers also represent Schuylkill United Way and should set an example through their ethical conduct and professionalism.

- The Board of Directors will review the code of ethics of Schuylkill United Way and ensure that they adhere to the spirit of the code when making policies or otherwise managing the affairs of the organization.
- No volunteers shall knowingly take any action or make any statement intended to influence the conduct of Schuylkill United Way in such a way as to directly confer any financial benefit on such volunteer, a member of his or her immediate family, or any corporation in which he or she or such member has a significant interest as stockholder, director or officer.
- In the event that there comes before the Board of Directors or a committee a matter for consideration or decision that raises a potential conflict of interest for any member of the board or the committee, the chair shall advise/warn that any member should disclose the conflict of interest as soon as he or she becomes aware of it and abstain from voting in connection with the matter. The disclosure and abstention shall be recorded in the minutes of the meeting.

Responsibilities to Agencies

Health and human service agencies provide vital services to the community and are crucial to the success of Schuylkill United Way. In order to assist these agencies to serve the community effectively and to obtain satisfaction from their service, it is the responsibility of all United Way staff and volunteers to:

- Adhere to ethical guidelines by which funds are distributed.
- Ensure that everyday relations with agencies are guided by respect and courtesy towards agency staff and the clients they serve.
- View agencies as partners in ensuring the community's needs are met.
- Appropriately involve agencies in setting United Way policies that relate to agencies.
- Balance wisely the spending of donors' money, meeting community needs, and addressing the increased need for funding by agencies.
- Deal with conflict or disagreements in an honest and impartial manner, listening carefully to all sides of the issue before making decisions.

Responsibilities of Agencies

Agencies also represent Schuylkill United Way and should set an example through their ethical conduct and professionalism.

- All agencies are expected to adhere to the spirit and terms of their Agency Agreement with Schuylkill United Way.
- All member agencies, by contract, are expected to adhere to the policies and procedures as detailed in their Agency Agreement from the Schuylkill United Way.

Donor Relations

Schuylkill United Way has responsibilities to its donors. Donors have placed faith in United Way; it is the responsibility of United Way not to violate this trust and, where applicable, it will:

- Make full and fair disclosure to donors all relevant information on how their dollars are spent.
- Spend the donors' money wisely, efficiently and effectively.
- Always observe the wishes of the donors as to allocation of their specific donation.
- Be good stewards of donations that are utilized to pay the salaries of and provide benefits to United Way employees, and refrain from allowing expenditures of United Way funds that by their nature or amount do not directly advance the mission or create a view of impropriety of Schuylkill United Way.

Vendor Relations

Vendors must be treated fairly to avoid favoritism or appearances of impropriety.

- Conduct all competitive bidding (\$3,000+) in a fair and professional manner, giving no special preferences or advantages to any vendor, with the exception of locality.

Equal Opportunity

Schuylkill United Way is an equal opportunity employer. Every employee will uphold the Personnel Policies in regard to equal opportunity:

- Support equal employment opportunity programs throughout Schuylkill United Way.
- Refuse to engage in or tolerate in others any form of a hostile environment or sexual harassment, as provided in the organization's policy.

Conflict of Interest

To avoid even the appearance of a conflict of interest which would tarnish the image of the organization and undermine the public's trust in Schuylkill United Way, United Way employees will:

- Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of Schuylkill United Way. Any involvement with a current or potential Schuylkill United Way vendor, grantee, or competing organization may violate this code and should be cleared with the CEO as outlined in the Personnel Policies.
- Refrain from participating in or influencing any decision or other action of Schuylkill United Way that could result in a direct or indirect benefit to his or her family or any organization with which the employee is substantially affiliated.

Personal Gain

No employee will accept any gratuity or favor for doing his or her job. Accordingly, Schuylkill United Way employees will not:

- Solicit or accept gratuities, gifts or favors, other than promotional gifts of nominal value, for themselves or their families.
- Accept food, transportation, or entertainment unless directly related to Schuylkill United Way business.

Travel, Entertainment and Related Expenses

Travel, entertainment and related expenses will be incurred on a basis consistent with the mission of Schuylkill United Way. Accordingly, expenses incurred will comply with policies adopted by the Board of Directors.

Outside Employment and Other Activities

Outside employment and other activities should not interfere with an employee's responsibilities within Schuylkill United Way. An employee will inform his or her supervisor of any significant outside activities. An employee will avoid using Schuylkill United Way resources to facilitate any outside employment or other activity.

Political Activity

Except as may be otherwise provided by law, the following restrictions on political activity will apply to Schuylkill United Way employees:

- Will not use their Schuylkill United Way positions or influence either for or against any candidate for public office in any jurisdiction or for or against any political issue unless in furtherance of SUW government relations programs.
- Will not use working hours or Schuylkill United Way facilities in any way that is concerned with soliciting or receiving subscriptions, contributions, political service, or to circulate petitions or campaign literature or in any other manner on behalf of candidates for public office in any jurisdiction; or for or against any political issue unless in furtherance of SUW government relations programs.

Nepotism

Favoritism to relatives is unfair to other employees, and the appearance of favoritism is easily perceived. Accordingly, each employee understands that:

- Immediate family, as defined in the personnel policy, of Schuylkill United Way employees is not employable by Schuylkill United Way except under special circumstances that are clearly in the best interest of Schuylkill United Way and are disclosed immediately.
- Employees never have supervisory or management authority over relatives.
- Employees with decision-making authority will establish a fair bidding process in selecting a consultant or service provider in order to avoid the appearance of favoritism toward any relatives or personal friends.

Confidential Information

Confidentiality is a hallmark of professionalism. Employees and representatives shall follow the policies on the disclosure of information and will:

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

Ensure that all non-public information of other persons or firms acquired by United Way personnel in dealing with outside firms on behalf of United Way is treated as confidential and not disclosed.

