

UNITED WAY OF THE FLINT HILLS CODE OF ETHICS

United Way of the Flint Hills (UWFH) is committed to the highest ethical standards. Based on the unique trust placed in UWFH to serve the public good, we have special obligations to act ethically. The Code of Ethics is based on our mission and guided by our fundamental core values: Integrity, Impact, Volunteerism, Inclusiveness, and Leadership.

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

We are mindful that these core values must be clearly articulated, communicated, and continuously reinforced. In addition, more detailed policies, guidelines, explanations, definitions, and examples are often needed to bring these values into actual practice. While no document can anticipate all of the challenges that may arise, the Code of Ethics values communicate key guidelines and will assist UWFH Board members, staff, volunteers, and representatives in making good decisions that are ethical and in accordance with applicable legal requirements.

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 towards the UWFH mission.
- Communicate honestly and openly and avoid misrepresentation.
- Promote a working environment where honesty, open communication, and minority opinions are valued.
- Exhibit respect and fairness toward all those with whom we come into contact.

ACCOUNTABILITY

UWFH is responsible to its stakeholders, which includes community partners, donors, and others in the community who have placed faith in UWFH. To uphold this trust we:

- Promote good stewardship of UWFH resources, including donations, grants, and other contributions that are used to pay for community program services, fundraising expenses, and operating expenses.
- Refrain from using organizational resources for non-UWFH purposes.
- Observe and comply with all laws and regulations affecting UWFH as a non-profit entity.

SOLICITATIONS 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 and vendors.
- Refrain from any use of coercion in fundraising activities, including predicated professional advancement on the response to solicitations.

DIVERSITY AND EQUAL OPPORTUNITY

UWFH is an equal opportunity employer and is committed to the principle of diversity. We therefore:

- Value, champion, and embrace diversity in all aspects of UWFH activities and respect others without regard to race, color, religion, creed, age, gender, national origin, or ancestry, marital status, veteran status, sexual orientation, or status as a qualified disabled or handicapped individual.
- Support affirmative action and equal opportunity programs.
- Refuse to engage in or tolerate in any form of discrimination or harassment.

CONFLICT OF INTEREST

To avoid any conflict of interest or the appearance of a conflict of interest which could tarnish the reputation of UWFH or undermine the public's trust, UWFH Board members, staff, volunteers, and representatives should:

- Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of UWFH, including involvement with a current or potential UWFH vendor, grantee, or competing organization unless disclosed to and deemed to be appropriate by the decision-making body who will take the matter to the Board.
- Ensure that outside employment and other activities do not adversely affect the performance of their UWFH duties or the achievement of UWFH's mission.
- Ensure that travel, entertainment and related expenses are incurred on a basis consistent with the mission of UWFH and not for personal gain or interest.
- Decline any gift, gratuity, or favor in the performance of UWFH duties except for promotional items of nominal value (under \$25). Declines the offer of any food, transportation, lodging, or entertainment unless directly related to UWFH business.
- Refrains from influencing the selection of staff, consultants, or vendors who are relatives or personal friends or affiliated with or employed by a person with whom they have a relationship that might give the appearance of partiality.

UWFH VOLUNTEERS

- Should not knowingly take any action or make any statement intended to influence the conduct of UWFH in such a way as to confer any financial benefit on themselves, their immediate family members or any organization in which they or their immediate family members have a significant interest as stakeholders, directors, or officers.
- Should disclose all known conflicts or potential conflicts of interest in any matter to the Executive Director or Board President who will take the matter to the Executive Committee or Board. Board members will make their disclosure to the Board, or to the chair of any committee upon which they serve. They will withdraw from the meeting room during any discussion, review, and voting in connection with such matter.

CONFIDENTIALITY AND PRIVACY

Confidentiality is the hallmark of professionalism. Therefore, we should:

- Ensure that any information which is confidential, privileged, or nonpublic is not disclosed inappropriately.
- Respect the privacy rights of all individuals in the performance of their UWFH duties.

POLITICAL CONTRIBUTIONS

UWFH encourages individual participation in civic affairs. However, as a charitable organization, UWFH may not make contributions to any candidate for public office or political committee and may not

intervene in any political campaign on behalf of or in opposition to any candidate for public office. We therefore:

- Refrain from making any contributions to any candidate for public office or political committee on behalf of UWFH.
- Refrain from making any contributions to any candidate for public office or political committee in a manner that may create the appearance that the contribution is on behalf of the UWFH.
- Refrain from using UWFH organizational financial resources, facilities, or personnel to endorse or oppose a candidate for public office.
- Clearly communicate that we are not acting on behalf of the UWFH organization. If we are identified as an official of UWFH while engaging in political activities we are doing so as an individual.
- Refrain from engaging in political activities in a manner that may create the appearance that such activity is by or on behalf of UWFH.

GUIDANCE AND DISCLOSURE

Board members, staff, volunteers, and representatives 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. Reports of possible breaches will be handled in the following manner:

- All reports of possible breaches will be treated in confidence to the extent that the organization's duty to investigate and the law will allow. If confidentiality cannot be maintained, the individual disclosing the possible breach will be notified.
- All reported breaches will be investigated and, if needed, appropriate action taken based upon the policies of the organization.
- Retaliation against a person who suspects, and in good faith, reports a breach will itself be treated as a separate breach of the Code of Ethics.
- UWFH affirms prompt and fair resolution of all reported breaches.

UWFH Code of Ethics

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