

HEART OF MISSOURI UNITED WAY

POLICY AREA: Administration and Finance

POLICY: Code of Ethics for Volunteers and Paid Personnel

DATE: June 23, 2006 - revised
(Initially approved: February 21, 2001)

INTRODUCTION

This code of ethics was developed to guide the conduct of all levels of paid personnel and volunteers of United Way. Volunteers and paid personnel are expected to adhere to all laws and governmental regulations applicable to the corporation. Paid personnel are expected to adhere to the ethical standards of their own profession and to adhere to the provisions for conduct described in the Personnel Policies and other official United Way policies. Volunteers are expected to adhere to the code of conduct described in the United Way bylaws and other official policies.

In addition, it is unlawful to discharge, demote, suspend, threaten, harass, or discriminate in any other manner against any employee who provides information regarding conduct the employee reasonably believes constitutes financial fraud or a violation of laws.

The expectations listed below are additional core ethical values that apply to United Way volunteers and staff. These expectations include the responsibility areas of personal integrity, confidentiality, ethical management, publicity, fundraising practices and full and fair disclosure.

EXPECTATIONS

Each volunteer and employee has responsibility to:

- Act in the best interest of the organization and not use United Way resources for personal gain.
- Act honestly, fairly and with personal integrity in all matters associated with United Way.
- Honor the right of privacy of all people, including co-workers, contributors, and beneficiaries.
- Promote public confidence in philanthropic institutions.
- Refuse to engage in or tolerate any fraud, abuse, or waste of United Way resources.
- Encourage the reporting of violations of organization policies and protect those who report.
- Make full and fair disclosure of all relevant information to donors, volunteers, service providers, and staff who have a right to know how their dollars are spent and their talents and time utilized.
- Not knowingly alter, destroy, and mutilate, etc. documents with the intent to impede, obstruct, or influence an investigation of any department or agency of the United States.
- Spend funds wisely, efficiently, objectively and fairly.
- Ensure that information which is confidential or privileged or which is not publicly available is not disclosed inappropriately.
- Promote informed, voluntary, charitable contributions and to refrain from and report solicitations which require participation or impact a person's position in an organization.
- **SPECIAL EXPECTATION:** Volunteer members of the Board of Directors and paid staff of United Way will annually disclose in writing their review of the code of ethics and any potential conflict of interest with the operations of United Way.