

**United Way of
Posey County**



**UNITED WAY OF
POSEY COUNTY, INC.**

CODE OF ETHICS

Adopted by the Board of Directors
11-7-01 and Last Revised 5-4-16

OUR MISSION STATEMENT:

The United Way of Posey County will provide visionary leadership to assess community needs, mobilize resources, and direct those resources toward services which enhance quality of life for people living in Posey County.

1. 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 United Way of Posey County 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.

2. ACCOUNTABILITY

United Way of Posey County is responsible to its members. To uphold this trust we:

- Promote good stewardship of United Way of Posey County resources, including grants and contributions that are used to pay operating expenses and salaries.
- Observe and comply with all laws and regulations affecting United Way of Posey County.

3. 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 response to solicitations.

4. DIVERSITY AND EQUAL OPPORTUNITY

Our policy is:

1. No person is excluded from service, discriminated against with regard to hiring, assignment, promotion, or conditions of staff employment, or membership on the United Way of Posey County's governing body based on ethnicity, gender, age, race, national origin, disability, sexual orientation, education or religion.
2. The United Way of Posey County has a written plan for positive action to achieve equal employment opportunity for all persons.
3. No findings or judgments have been entered against the United Way of Posey County, its officers, its Board of Directors or its employees for discrimination or violation of civil rights. The United Way of Posey County shall immediately provide written notification to its Board of Directors of any allegations or judgments of

discrimination or violation of civil rights made or entered against the United Way of Posey County, its officers, its Board of Directors or its employees.

5. CONFLICTS OF INTEREST

Whereas, the United Way of Posey County Board of Directors supports the principle that a voluntary organization must have an active responsible governing body whose members have no material conflict of interest in any decision, this statement of policy was adopted by the Board of Directors and shall govern the conduct of proceedings of the United Way of Posey County Board of Directors.

1. CONFLICT OF INTEREST

A conflict of interest arises when a Director or Committee member has a financial interest in, relationship to, and/or involvement in an issue that is presented to the Board or a Committee for action. Conflicts of interest will arise:

a. When a Director or Committee member is associated with a business and the issue is whether the United Way of Posey County should purchase or lease goods or services from that business or should enter contractual relationship, or undertake any other transaction with that business.

b. When a Director or Committee member is also a member of an Agency Board or of an Agency Committee seeking assistance from the United Way of Posey County and the specific decision of United Way of Posey County will directly affect that agency, its program, its budget, and/or its United Way of Posey County allocation.

c. When in the judgment of a Director or Committee member, he or she has a conflict of another type.

2. DISCLOSURE OF CONFLICT

When a conflict arises, the Director or Committee member so affected shall disclose the nature of the conflict to the Board or Committee.

3. DISCUSSION

After disclosure to the Board or Committee, the Director or Committee member shall be allowed to participate in discussion on the question.

4. VOTING

A Director or Committee member who has a conflict of interest or has been determined to have a conflict of interest involving a motion before the Board or Committee shall be disqualified from voting on that motion.

5. RECORDING THE CONFLICT OF INTEREST

Whenever a Director or Committee member discloses a conflict of interest, is invited to participate in the discussion after disclosure of a conflict of interest, or is disqualified from voting because of a conflict of interest, the Secretary or the Board or Committee shall note this fact in the minutes of the Board or Committee.

6. NOTICE OF CONFLICT OF INTEREST POLICY

Prior to any action on substantive business at any meeting of the United Way of Posey County Board of Directors or its committees, the President of the Board or the Chairman of the Committee shall state the policy on conflict of interest and this fact shall be noted in the minutes.

6. CONFIDENTIALITY AND PRIVACY

Confidentiality is a hallmark of professionalism. We therefore:

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

4. POLITICAL CONTRIBUTIONS

United Way of Posey County encourages individual participation in civic affairs. However as a charitable organization, United Way of Posey County 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 United Way of Posey County.
- 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 United Way of Posey County.
- Refrain from using any 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 organization, if identified as an official of United Way of Posey County, while engaging in political activities in an individual capacity.
- Refrain from engaging in political activities in a manner that may create the appearance that such activity is by or on behalf of United Way of Posey County.

GUIDANCE AND DISCLOSURE

Volunteers, staff, and representatives are encouraged to seek guidance from the By-Laws – Policy – Ethics Committee or the Executive Director 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 as much as the organization's duty to investigate and the law 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 reports a breach in good faith will be treated as an independent breach of the Code.
- United Way of Posey County affirms prompt and fair resolution of all reported breaches.