



United Way of
Northeast Mississippi

Code of Ethics

At the core, to care for one another, we have to trust one another.

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Introduction

United Way of Northeast Mississippi is committed to the highest ethical standards. Indeed, based on the unique trust placed in United Way to serve the public good, we have a special obligation to act ethically.

The success of our United Way and our reputation depend upon the ethical conduct of everyone affiliated with the United Way of Northeast Mississippi. Volunteers, staff, and representatives set an example for each other, and for member United Way agencies, by their pursuit of excellence in high standards of performance, professionalism, and ethical conduct.

This document is meant to be a guideline and will assist United Way of Northeast Mississippi volunteers, staff, and representatives in making good decisions that are ethical and in accordance with applicable legal requirements. All are encouraged to discuss any questions or concerns they have with the Executive Director or President of the Board of Directors.

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

Accountability

United Way of Northeast Mississippi is responsible to its stakeholders, which include member agencies, donors and others who have placed faith in United Way. To uphold this trust we:

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

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 use of coercion in fundraising activities, including predicating professional advancement on response to solicitations.

Diversity and Equal Opportunity

United Way of Northeast Mississippi is an equal opportunity employer and is committed to the principle of diversity. We therefore:

- Value, champion, and embrace diversity in all aspects of United Way activities and respect others without regard to race, color, religion, creed, age, sex, national origin or ancestry, marital status, veteran status, or status as a qualified disabled or handicapped individual.
- Support equal employment opportunity programs.

Conflicts 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, United Way staff and representatives:

- Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of United Way of Northeast Mississippi, including involvement with a current or potential United Way vendor, grantee, donor, or competing organization unless disclosed to and not deemed to be inappropriate by the United Way Board of Directors.
- Ensure that outside employment and other activities do not adversely affect the performance of their United Way duties or the achievement of the United Way mission.
- Ensure that travel, entertainment and related expenses are incurred on a basis consistent with the mission of United Way and not for personal gain or interests.
- Decline any gift, gratuity or favor in the performance of United Way duties except for promotional items of nominal value (\$25 or less), and any food, transportation, lodging or entertainment unless directly related to United Way business.
- Refrain from influencing the selection of staff, consultants or vendors who are relatives or personal friends or affiliated with, employ, or employed by a person with whom they have a relationship that adversely affects the appearance of impartiality.

United Way Volunteers

- Should not knowingly take any action, 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 members or any organization in which they or their immediate family members have a significant interest as stakeholders, directors or officers.
- Disclose all known conflicts or potential conflicts of interest in any matter before the Board of Directors, if they are Board members, or any committee upon which they serve and withdraw from any discussion, review and voting in connection with such matter.

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 duties.

Political Contributions

United Way of Northeast Mississippi encourages individual participation in civic affairs. However as a charitable organization, United Way of Northeast Mississippi may not make contributions 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.
- 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.
- 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 Northeast Mississippi, 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 Northeast Mississippi.

Guidance and Disclosure

Volunteers, staff, and representatives are encouraged to seek guidance from the Executive Director and Board of Directors concerning the interpretation or application of these guidelines. Any known or possible breaches 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 guidelines.
- United Way of Northeast Mississippi affirms appropriate resolution of all reported breaches.

I, _____, a volunteer/staff
(name)

member for the United Way of Northeast Mississippi have read/
reviewed the attached Code of Ethics on

_____,
(date)

Signature

