



Code of Ethics

Introduction

United Way California Capital Region is committed to the highest ethical standards. Indeed, based on the trust placed in us to serve the public good, we have an obligation to act ethically.

Our success and reputation depend upon the ethical conduct of every staff, representative and volunteer. While no document can anticipate all of the challenges that may arise, the Code of Ethics communicates key guidelines and will assist us in making good decisions.

Key Guidelines

1. Integrity

We act with personal and professional integrity.

- We strive to achieve the highest standards of performance, quality, service and achievement.
- We communicate honestly and openly and avoid misrepresentation.
- We promote a working environment where honesty, open communication and all opinions are valued.
- We exhibit respect and fairness toward all those with whom we have contact.
- We keep our commitments.

2. Accountability

We act responsibly and responsively to our stakeholders.

We promote effective stewardship of our resources and report regularly on our performance.

- We refrain from using organizational resources for non-United Way purposes.
- We comply with all laws and regulations affecting United Way.

3. Solicitation and Voluntary Giving

We promote voluntary giving.

- We promote voluntary, non-coerced giving.
- We use accurate, truthful solicitation and promotional materials.

4. Diversity and Respect

We respect others and support and protect diversity.

- We treat others equitably and respectfully in all aspects of our activities 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.
- We refuse to engage in any form of discrimination or harassment.
- We listen carefully and respect diverse points of view.

5. Conflict of Interest

We will not engage in any conduct that would undermine the public's trust or would tarnish our reputation.

Staff

- We ensure that any outside employment does not interfere with our responsibilities to UWCCR and does not adversely affect the organization or its mission.
- We ensure that travel, entertainment and related expenses are incurred on a basis consistent with our mission and not for personal gain or interest.
- We decline any gift, gratuity or favor in the performance of duties except for promotional items of nominal value and any food, transportation, lodging or entertainment unless directly related to United Way's business.
- We refrain from participating in the selection of staff, consultants or vendors who are relatives or personal friends.

Volunteers

- We should not knowingly take any undisclosed action, or make any undisclosed statement, intended to influence the conduct of United Way in such a way to confer any financial benefit on ourselves or any organization in which we are affiliated.
- We disclose all known conflicts in any matter before the Board of Directors or committee on which we serve on an annual basis.

6. Confidentiality and Privacy

We protect confidential information.

- We ensure that all information, which is confidential, privileged or nonpublic, is not disclosed inappropriately.
- We respect the privacy of others and private information.

7. Political Contributions

In our capacity as a staff, representatives or volunteers, we 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 clearly communicate that we are not acting on behalf of the organization, if identified as such, while engaging in political activities in an individual capacity.

Guidance and Disclosure

Volunteers, staff and representatives are encouraged to seek guidance from the Board Ethics Representative or Staff Ethics Representative concerning the interpretation or application of this Code of Ethics. Any known or possible breach of the Code of Ethics should be disclosed. Staff or representative should contact a supervisor or Staff Ethics Representative. Volunteers should contact the Board Ethics Representative. Reports of possible breach will be handled in the following manner:

- All reports of possible breach will be treated in confidence as much as the organization's duty to investigate the law allows. If confidentiality cannot be maintained, the individual disclosing the information will be notified.
- All reported breaches will be investigated and the appropriate action taken.

- Retaliation against a person who suspects and reports a breach in good faith will be treated as an independent breach.
- United Way affirms prompt and fair resolution of all reported breaches.

Glossary

Staff: Individuals who provide services as employees to the United Way on a full, part-time or temporary basis.

Representative: Individuals who provide personal services to United Way as independent contractors, consultants or loaned executives.

Volunteer: All members of the Board of Directors and all committees appointed by the Board of Directors, who perform their duties without compensation.