



Title: Code of Ethics

*United Way of Mesa County (UWMC) is committed to the highest ethical standards, upholding the unique trust placed in us to serve the public good. This Code of Ethics is the policy of UWMC and expresses our fundamental values. Accordingly, this Code guides the conduct of staff and volunteers and will assist them in making good decisions that are ethical and in accordance with applicable legal requirements. Staff and volunteers of UWMC shall review this Code and ensure that they adhere to its spirit when carrying out their varied responsibilities.*

**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
- Communicate honestly and openly and avoid misrepresentation.
- Promote a working environment where honesty, open communication and minority opinions are valued.

**2. Accountability**

UWMC is responsible to its stakeholders, including funded agencies, donors and others who have placed faith in the organization. To uphold this trust we will:

- Promote good stewardship of resources.
- Refrain from using organizational resources for non-UWMC purposes.
- Observe and comply with all laws and regulations affecting UWMC.

**3. Solicitations and Voluntary Giving**

The most responsive contributors are those who have had the opportunity to become informed and involved. We therefore:

- Promote voluntary giving in dealing with donors and vendors.
- Refrain from the use of coercion in fundraising activities, including predating professional advancement on response to solicitations.

**4. Diversity and Equal Opportunity**

UWMC is an equal opportunity employer and is committed to the highest principles of diversity. We therefore:

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

**5. Conflicts of Interest**

To avoid any conflict of interest or the appearance of a conflict of interest which could tarnish the reputation of UWMC or undermine the public's trust in the organization,

*UWMC staff shall:*

- Avoid any activity or outside interest which conflicts or appears to conflict with the best interests of UWMC, including involvement with a current or potential vendor or grantee unless disclosed to and not deemed to be inappropriate by UWMC Executive Director or Board President.
- Ensure that outside employment or other activities do not adversely affect the performance of their UWMC duties or achievement of the UWMC mission.
- Ensure that travel, entertainment and related expenses are incurred on a basis consistent with the mission of UWMC and not for personal gain or interest.
- Decline any gift, gratuity, or favor in the performance of UWMC duties except for promotional items of nominal value, and any food, lodging or entertainment unless directly related to UWMC 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.

*UWMC volunteers:*

- Shall 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 or panel upon which they serve and withdraw from the meeting room during any discussion, review and voting in connection with such matter.
- Should not knowingly take any action or make any statement intended to influence the conduct of UWMC in such a way to confer any financial benefit on themselves, their immediate family members or any organization in which they have a significant interest as stakeholders, directors or officers.
- Members of the Board of Directors and Allocation Panels shall annually file with UWMC a disclosure of all known potential conflicts of interest.

**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 UWMC duties.

**7. Political Contributions**

UWMC encourages individual participation in civic affairs. However, as a charitable organization, UWMC 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 UWMC, or in a manner that may create the appearance that the contribution is on behalf of UWMC.
- 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 UWMC 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 an activity is by or on behalf of UWMC.

**Guidance and Disclosure**

UWMC staff and volunteers are encouraged to seek guidance from the Board President or Executive Director concerning the interpretation or application of this Code of Ethics. Additionally, examples and definition of terms may be reviewed in the United Way of America 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 on 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.
- UWMC affirms prompt and fair resolution of all reported breaches.

Date Adopted/By: August 26, 2004 Board of Directors  
 Last Review Date: June 23, 2010  
 Revision Dates:

Signature: \_\_\_\_\_  
 President, Board of Directors