

## **LAKE AREA UNITED WAY, INC.**

### **CODE OF ETHICS & CONFLICT OF INTEREST POLICY**

Adopted by the Lake Area United Way, Inc. Board on March 23, 2011

Revised on March 25, 2015

Lake Area United Way, Inc. is committed to the highest ethical standards. Based on the unique trust placed in Lake Area United Way to serve the public good in east central Oklahoma, we have a special obligation to act ethically.

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

This Code of Ethics & Conflict of Interest Policy is based on our mission and guided by the fundamental values of integrity, impact, volunteerism, inclusiveness, and leadership. While no document can anticipate all the challenges that may arise, this Policy communicates key guidelines to assist Lake Area United Way volunteers and staff in making good decisions that are ethical and in accordance with applicable legal requirements.

All volunteers and staff are encouraged to discuss any questions or concerns they have with either their personal ability to comply with this code, or their concern for compliance by other volunteers or staff with the President of the Board of Directors.

#### **VISION STATEMENT**

**To be the leading organization building a stronger, healthier, and more compassionate community.**

#### **MISSION STATEMENT**

**Mobilizing resources to advance the economic well-being, education and health of our community.**

#### **I. PERSONAL AND PROFESSIONAL INTEGRITY**

A personal commitment to integrity in all circumstances benefits each individual as well as the organization. Therefore, it will:

- Strive to meet the highest standards of performance. Quality, service, and achievement in accomplishing the mission of Lake Area United Way, Inc.
- Communicate honestly, 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.

#### **II. ACCOUNTABILITY**

Lake Area United Way is responsible to its many stakeholders, which include partner non-profit organizations, agencies, donors, corporate supporters, organized labor, and members of the east central Oklahoma communities who have pledged faith in this organization. To keep this trust we:

- Promote good stewardship of resources, including donations, grants, and other contributions that are used by our partner agencies to accomplish their mission, and by the United Way to accomplish its community mission, pay its operating expenses, and provide employees with fair and equitable salaries and benefits.
- Refrain from using organizational resources for non-United Way purposes.
- Observe and comply with all laws and regulations related to the business and fund raising practices of United Way.

### III. SOLICITATION 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 other supporters.
- Refrain from any use of coercion in fundraising activities, including predicated professional advancement on response to solicitations.
- Encourage the companies, corporations and organizations that conduct workplace campaigns to follow these same standards.

### III. DIVERSITY AND EQUAL OPPORTUNITY

Lake Area United Way is an equal opportunity employer and is committed to the principle of diversity. We, therefore:

- 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, sexual orientation, or status as a qualified disabled or handicapped individual.
- Comply with all requirements of any applicable federal, state and local laws, ordinances and regulations in connection with the performance of their duties and obligations.
- Support affirmative action and equal employment opportunity programs as applicable.
- Refuse to engage in or tolerate any other form of discrimination or harassment.
- Embrace diversity and strive to make it an integral part of our business, thus enabling us to serve our contributors, volunteers and partner agencies more effectively and to attract new volunteers, new employees and new givers.
- Encourage our Board of Directors, management, staff, agencies, and volunteers to demonstrate the principles of diversity, which enrich our community.

### IV. RESPONSIBILITY TO VOLUNTEERS

Volunteers who serve Lake Area United Way are crucial to the success of United Way. In order to assist volunteers in serving effectively and in obtaining maximum satisfaction from their service, it is the responsibility of the United Way staff to do the following:

- Support for volunteers so they can properly perform the job to which they have been recruited.
- Treat all volunteers with fairness, equity and respect, providing them with appropriate forums for their views and interests to be expressed.
- Involve volunteers in all phases of the planning and decision-making process.
- Develop volunteer leadership based on a thorough understanding of the roles and responsibilities of volunteers and staff.
- Recognize volunteers in ways that are consistent with the spirit of volunteerism.

- Develop appropriate relationships with volunteers that enhance the ability of both staff and volunteers to effectively perform their jobs.

## V. CONFLICT OF INTEREST

To avoid any conflict of interest or the appearance of a conflict of interest that could tarnish the reputation of the United Way or Lake Area United Way as an affiliate organization, as well as undermine the public's trust in the United Way brand, the staff and volunteers agree to:

- 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 interest.
- Decline any gift, gratuity, or favor in the performance of United Way duties except for promotional items of nominal value, and any food, transportation, lodging or entertainment unless directly related to United Way business.
- Not knowingly take any action, or make any statement, intended to influence the conduct of the United Way in such a way to confer any financial benefit on themselves, their immediate family, or any organization in which they or their immediate family members have a significant interest as employees, stockholders, directors, or officers.
- Disclose any known conflicts or potential conflicts of interest in any matter before the Board of Directors. If any person is a board member they are to withdraw from the meeting room after any discussion for review and/or voting in connection with such matter.
- Disclose to the Ethics Officer (Vice President of the Board of Directors) or any Executive Committee member of Lake Area United Way all known potential conflicts of interest.

## VI. CONFIDENTIALITY AND PRIVACY

Confidentiality is a hallmark of professionalism. Therefore we will:

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

## VII. POLITICAL CONTRIBUTIONS

As a charitable corporation, the Lake Area United Way is prohibited from making political contributions to any candidate for public office or to any political committee. Therefore we will:

- Refrain from making any contribution to any candidate for public office or political committee on behalf of Lake Area United Way, including the use of facilities for political campaign activities.
- Refrain from making 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 the organization.
- Refrain from pressing the volunteers or staff of Lake Area United Way from endorsing or supporting any political candidate or cause that could be construed as a direct contribution or endorsement from Lake Area United Way, Inc.

## VIII. GUIDANCE AND DISCLOSURE

Volunteers, staff and Board members are encouraged to seek guidance from the Executive Committee and/or the President/CEO concerning the interpretation or application of this Policy. Any known

possible breaches of the Policy should be disclosed. Reports of possible breaches will be reported to the Ethics Officer (Board Vice President as the acting Ethics Officer) or any member of the Executive Committee should the breach involve the Ethics Officer. Reports 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 allows. 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 of Ethics & Conflict of Interest Policy.
- Lake Area United Way, Inc. affirms prompt and fair resolution of all reported breaches.

This Code of Ethics & Conflict of Interest Policy is to be reviewed with each new volunteer and employee of Lake Area United Way. It is to be reviewed annually by the Board of Directors prior to July 1<sup>st</sup> each year and so noted in the minutes of the meeting and is to be reviewed with each operating committee at the first meeting of that committee each year. Volunteers and staff are to affirm in writing that the Code of Ethics & Conflict of Interest Policy has been reviewed with them, and that they understand and support the standards implied in the Policy.

AFFIRMATION

As a volunteer/staff, I acknowledge I have read and understand the meaning of the Lake Area United Way, Inc.'s Code of Ethics & Conflict of Interest Policy.

I further certify I will abide by all terms and conditions of the Code of Ethics & Conflict of Interest Policy. I acknowledge I have received a copy of the said Policy.

Review Date: \_\_\_\_\_ Signatures of Volunteer Board & Staff

_____ Dan Morris	_____ Patty Garner
_____ Mike Stewart	_____ Nan Haynes
_____ David White	_____ Tammy Josey
_____ Dena Adams	_____ Philip Manes
_____ Kim Lynch	_____
_____ Kelly Beach	_____
_____ Stephen Hardy	_____
_____ John Griffin	_____ Deborah Busch, Staff
_____ Michael Torkelson	_____ Terry Beutelschies, Staff
_____ John Parham	_____ Brandy White, Staff

Attestation:

\_\_\_\_\_  
Dena Adams, Board Secretary

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