

# United Way of Freeborn County Code of Ethics

United Way of Freeborn County (UWFC) is committed to the highest ethical standards. The success of our United Way depends upon the ethical conduct of everyone affiliated with UWFC. This Code establishes key guidelines to assist UWFC volunteers and staff in making good decisions that are ethical and in accordance with applicable legal requirements.

- 1. Personal and Professional Integrity**
  - Strive to meet the highest standards of performance, quality, service and achievement in working towards the UWFC 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**
  - Promote good stewardship of UWFC resources that are used to pay operating expenses, salaries and employee benefits.
  - Observe and comply with all laws and regulations affecting UWFC
- 3. Solicitations and Voluntary Giving**
  - Promote voluntary giving in dealing with donors
  - Refrain from any use of coercion in fundraising activities
- 4. Diversity and Equal Opportunity**
  - Value, champion, and embrace diversity in all aspects of UWFC activities. UWFC respects others without regard to race, religion, color, sex, age, handicap, national origin or ancestry.
- 5. Conflicts of Interest**

UWFC staff:

  - Avoid any activity or outside interest which conflicts or appears to conflict with the best interests of UWFC, including involvement with a current or potential UWFC vendor, grantee, or competing organization unless disclosed to and not deemed to be inappropriate by the UWFC Board of Directors

UWFC volunteers:

  - Should not knowingly take any action, or make any statement, intended to influence the conduct of UWFC in such a way to confer any financial benefit to 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 manner before the Board of Directors, if they are Board members, or any committee upon which they serve.
- 6. Confidentiality**
  - Ensure that all information, which is confidential, privileged or nonpublic, is not disclosed inappropriately.
- 7. Document Retention**
  - See attached sheet regarding the policies of document retention and destruction.
- 8. Whistle-Blower Protection**
  - Any employee with concerns regarding the financial operations of the UWFC are encouraged to report any inappropriateness within the entity's financial management to the Board of Directors. This information will be confidential and anonymous. No punishment for reporting problems – including firing, demotion, suspension, harassment, failure to consider the employee for promotion, or any other kind of discriminations- is allowed. Even if the claims are unfounded, the UWFC may not reprimand the employee.

Volunteers and staff are encouraged to seek guidance from the Board of Directors concerning the interpretation or application of this Code of Ethics. Any known or possible breaches of the Code of Ethics should be disclosed to the Board of Directors for investigation to a prompt and fair resolution. By signing this document, I am stating that I have read and understand the policies stated in the Code of Ethics.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please circle the name(s) of any agency in which you have a conflict of interest.**

**The Arc of Freeborn County  
Cedar Valley Services  
Community Technologies & Services  
Girl Scouts of MN and WI River Valleys  
Semcac Community Action**

**Adult Basic Education  
Chemical Dependency Center  
Crime Victim's Crisis Center  
Lutheran Social Service  
Senior Resources**

**American Red Cross  
The Children's Center  
Domestic Abuse Project  
Parenting Resource Center  
Twin Valley Boy Scouts**

**Catholic Charities  
Circle Of Parents  
Family Y  
The Salvation Army**