

# UNITED WAY OF YORK COUNTY CODE OF ETHICS

## **Personal Integrity**

A personal commitment to integrity in all circumstances benefits each individual as well as the organization. Each United Way of York County (UWYC) employee:

- Respects and seeks out the truth and avoids misrepresentation.
- Ensures fairness and objectivity in all activities.
- Sets an example, as an employee of a leading nonprofit organization, for high standards of professionalism.
- Honors the right of privacy of all people, including co-workers, volunteers, contributors, and beneficiaries.
- Promotes public confidence in philanthropic institutions.

## **Professional Excellence**

As an employer, UWYC promotes professional excellence and encourages open and honest communication among all employees to create an atmosphere conducive to personal growth and career development.

UWYC's management:

- Encourages employee development, and communicates with personnel to help them achieve their goals and increase their self-esteem through job enrichment.
- Evaluates employees on a fair and consistent basis, so that all employees know what is expected of them and how they are progressing toward fulfilling expectations.
- Shows respect and empathy for employees, and is considerate while being mindful of managerial responsibilities.
- Regularly solicits, and respects, the opinions of subordinates.

All UWYC employees, at every level:

- Strive to meet performance standards at the highest level.
- Refuse to engage in or tolerate any fraud, misuse, abuse or waste of UWYC resources.
- Encourage growth and self-improvement in themselves and their co-workers.
- Exhibit respect for co-workers and all those they come into contact with.
- Have the courage to face situations squarely and offer a minority opinion when necessary.
- Examine all alternatives with the understanding that the easiest action is not always in the best interest of the organization.
- Comply with all legal requirements concerning substance abuse.
- Comply with all other laws and regulations affecting the organization and their personal obligations.
- Discuss any questions concerning interpretations or compliance with the code of ethics with their manager or other designated person.
- Encourage the reporting of violations and protect those who report.

### **Accountability and Efficiency**

UWYC has responsibilities to its customers, which include contributors, member agencies and other stakeholders. These customers have placed trust in United Way of York County. To uphold this trust, UWYC employees:

- Will enable full and fair disclosure of all relevant information to customers, who have a right to know how their dollars are spent.
- Are good stewards of contributions, grants, and other revenue utilized by UWYC to pay operating expenses, salaries and employee benefits, and refrain from allowing expenditures of UWYC funds that by their nature or amount do not directly advance UWYC's mission.

## **Responsibilities to Volunteers**

Volunteers are crucial to the success of UWYC. In order to assist volunteers to serve effectively and to obtain satisfaction from their service, UWYC employees:

- Support volunteers so they can perform to the highest level of their contribution and personal satisfaction.
- Treat all volunteers with fairness, equity and respect, providing appropriate mechanisms for their views and interests to be expressed.
- Involve volunteers at appropriate levels and phases of the decision-making process.
- Assist in the development and the understanding of the roles of volunteers and employees, respectfully; set clear standards of performance for volunteers, and appropriately recognize their contributions.
- Provide benefits and perquisites to volunteers which are consistent with the spirit of voluntarism.

## **Responsibilities of Volunteers**

Volunteers also represent United Way of York County and set examples through their ethical conduct and professionalism.

- Volunteers review the code of ethics of UWYC and ensure they adhere to the spirit of the code when making policy or otherwise managing the affairs of the organization.
- A volunteer does not knowingly take any action or make any statement intended to influence the conduct of UWYC in such a way as to confer any financial benefit on such volunteer, a member of his or her immediate family, or any corporation in which he or she or such member has a significant interest as stockholder, director or officer.

## **Vendor Relations**

Vendors are treated fairly to avoid favoritism or appearances of impropriety. UWYC:

- Affords all vendors the opportunity to offer or qualify their products or services on a competitive basis.

- Conducts all competitive bidding in a fair and professional manner, giving no special preferences or advantages to any vendor.

## **Diversity**

United Way of York County is committed to valuing diversity as an integral part of our work and internal operations, and to fostering awareness and understanding that the encouragement of diversity is an important principal for our community.

United Way of York County strives to create and maintain an organizational environment that enables all people to perform to their potential by actively valuing different backgrounds and perspectives, fostering teamwork and collaboration among a heterogeneous community, and maximizing gifts made to the United Way by using the skills, talents, and resources of all members of our community.

In considering our effectiveness in developing and sustaining an inclusive organization, we will value individuals without regard to race, religion, color, gender, ethnicity, nationality, sexual orientation, physical challenge, or age.

Our ability to be inclusive, to embrace diversity, and to make it an integral part of our business will enable us to fulfill the mission of our United Way and serve our community more effectively. It will also help us to attract new volunteers, new employees, and new supporters.

We will comply with all local, state, and federal laws regarding non-discrimination and serve as an equal opportunity employer.

To fulfill our commitment and live our value of inclusiveness, United Way of York County will review annually all volunteer committees, Board of Directors, and staff to evaluate the effectiveness of our organizational diversity statement.

## **Equal Opportunity**

UWYC is an equal opportunity employer. Every employee:

- Respects all co-workers and all other individuals without regard to age, race, creed, color, national origin, sexual orientation, ancestry, sex, or disability.
- Supports affirmative action and equal employment opportunity programs throughout UWYC.

- Refuses to engage in or tolerate in others any form of sexual harassment, as provided in the organization's policy against sexual harassment.

### **Conflict of Interest**

To avoid even the appearance of a conflict of interest which would tarnish the image of the organization and undermine the public's trust, UWYC employees:

- Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of UWYC. Any involvement with a current or potential UWYC vendor, grantee, or competing organization may violate this code and should be cleared with the United Way's Executive Director.
- Refrain from participating in or influencing any decision or other action of UWYC that could result in a direct or indirect benefit to his or her family or any organization with which the employee is substantially affiliated.

### **Personal Gain**

No employee should accept any gratuity or favor for doing his or her job. Accordingly, UWYC employees do not:

- Solicit or accept gratuities, gifts or favors, other than promotional gifts of nominal value, for themselves or their families.
- Accept food, transportation, or entertainment unless directly related to UWYC business.
- Use UWYC resources for personal gain.

### **Travel, Entertainment and Related Expenses**

Travel, entertainment and related expenses are incurred on a basis consistent with the mission of UWYC. Accordingly, expenses incurred will comply with policies adopted by the Board of Directors.

### **Outside Employment and Other Activities**

Employees ensure that outside employment and other activities do not interfere with their responsibilities within UWYC and do not adversely affect UWYC. An employee is encouraged to inform his or her supervisor of any significant outside

activities. An employee does not use UWYC resources to facilitate any outside employment or other activity.

### **Nepotism**

Favoritism to relatives is unfair to other employees, and the appearance of favoritism is easily perceived. Accordingly, each UWYC employee understands:

- Persons related to UWYC employees by blood or marriage are not employed except under special circumstances that are clearly in the best interest of UWYC and disclosed immediately to the Board Chair.
- UWYC employees never have supervisory or management authority over relatives.

### **Solicitations**

Employees are free from unwarranted interruptions in the form of solicitations from other employees, in order to concentrate on work.

### **Confidential Information**

Confidentiality is a hallmark of professionalism. Each UWYC employee:

- Ensures that all information which is confidential or privileged or which is not publicly available is not disclosed inappropriately.
- Ensures that all non-public information of other persons or firms acquired by UWYC personnel in dealing with outside firms on behalf of UWYC is treated as confidential and not disclosed.