

United Way of Pierce County CORE VALUES & CODE OF ETHICS

(Applicable to Board Members, Staff, and Volunteers & Representatives)

United Way of Pierce County (UWPC) is committed to the highest ethical standards. The success of our United Way depends upon the ethical conduct of everyone affiliated with UWPC. This Code establishes key guidelines to assist UWPC Board Members, Staff, Volunteers and Representatives 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 UWPC 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
- Employees and volunteers will not engage in unlawful acts.

2. **Accountability**

- Promote good stewardship of UWPC resources that are used to pay operating expenses, salaries and employee benefits.
- Observe and comply with all laws and regulations affecting UWPC

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 UWPC activities. UWPC respects others without regard to race, religion, color, gender, age, national origin, ancestry, sexual orientation or physical challenge.

5. **Conflicts of Interest**

UWPC staff:

- Avoid any activity or outside interest which conflicts or appears to conflict with the best interests of UWPC, including involvement with a current or potential UWPC vendor, grantee, or competing organization unless disclosed to and deemed to be inappropriate by the UWPC Board of Directors.

**Existing vendor contracts can/will continue, but will be subject to periodic market reviews.
NO UWPC STAFF MEMBER CAN SIT ON THE BOARD OF A UWPC FUNDED AGENCY.**

UWPC volunteers:

- Should not knowingly take any action, or make any statement, intended to influence the conduct of UWPC 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.

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.

CORE VALUES & CODE OF ETHICS

I acknowledge that I have reviewed United Way of Pierce County's Core Values & Code of Ethics statement. I understand and will abide by those Values and Ethics statement Policies. The annual review of those policies and signing of this document is required of all Board Members, Volunteers and employees of United Way of Pierce County.

1. **NONPROFIT POSITIONS:** In the past year, did you or your Family serve as a member of a governing board, officer or employee of a **nonprofit institution** operating within the UWPC's service area?

Yes No

If yes, please identify these relationships by providing the following information. (Use additional sheets if necessary.)

Individual: _____

Name of Nonprofit Institution: _____

Office or Position Held: _____

Individual: _____

Name of Nonprofit Institution: _____

Office or Position Held: _____

Individual: _____

Name of Nonprofit Institution: _____

Office or Position Held: _____

Individual: _____

Name of Nonprofit Institution: _____

Office or Position Held: _____

Individual: _____

Name of Nonprofit Institution: _____

Office or Position Held: _____

2. DISCLOSURE OF NONPROFIT CONFLICTS: Identify and explain those relationships listed in Question #1 that may affect, or might reasonably appear to affect your judgment or conduct in a way that relates to the interests of UWPC.

None

3. DISCLOSURE OF OWNERSHIP INTERESTS: Do you, your Family or an Affiliated Entity hold a Financial Interest in any entity that has an existing or is negotiating a transaction or arrangement with UWPC?

Yes No

If yes, identify the entity or entities in which the Financial Interest exists and the nature of the transaction or arrangement:

Signature and Date

Print Name