



United Way of Pasco County

Code of Ethics United Way of Pasco County

The United Way of Pasco County is committed to the highest ethical standards. Indeed, based on the unique trust placed in United Way to serve the public good, we have a special obligation to act ethically.

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 in working towards the United Way 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

United Way is responsible to its stakeholders, which include partner agencies, donors and others who have placed faith in us. To uphold this trust we:

- Promote good stewardship of United Way resources, including all contributions that are used to support community needs, provide operational expenses, and reach out during times of emergency or special circumstances.
- Refrain from using organizational resources for purposes other than those that directly modify the United Way mission.
- Observe and comply with all laws and regulations affecting United Way.

3. Solicitations 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 vendors.
- Refrain from any use of coercion in fundraising activities, including predicated professional advancement on response to solicitations.





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4. Diversity and Equal Opportunity

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

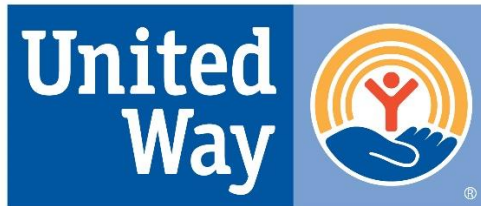
- Value, champion, and embrace diversity in all aspects of United Way activities and respect others without regard to race, color, religion, creed, age, sex, national origin or ancestry, marital status, veteran status, or status as a qualified disabled or handicapped individual.
- Support affirmative action and equal employment opportunity programs as apply to United Way.
- Refuse to engage in or tolerate in any form of discrimination or harassment.

5. Conflicts of Interest

To avoid any conflict of interest or appearance of a conflict of interest which could tarnish the reputation of United Way as well as undermine the public's trust in United Way.

- Disclose outside interest which conflicts or appears to conflict with the best interests of United Way, including involvement with current or potential vendors, grantees, or competing organizations.
- Ensure that outside employment and other activities do not adversely affect the performance of United Way duties or the achievement of the United Way mission.
- 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.





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- 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.

Volunteers

- Should not knowingly take any action, or make any statement, intended to influence the conduct of United Way in such a way to confer any financial benefit on 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.

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- Disclose all known conflicts or potential conflicts of interest in any matter before the Board of Directors or any committee upon which they serve and withdraw from the meeting room during any discussion, review and voting in connection with such matter.

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 United Way duties.

7. Political Contributions

United Way encourages individual participation in civic affairs. However, as a charitable organization, United Way 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:





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- Clearly communicate that we are not acting on behalf of any organization, if identified as a United Way official, 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 activity is by or on behalf of United Way.

Guidance and Disclosure

Any known or possible breaches of the Code of Ethics should be disclosed. Staff should contact the President/CEO. Volunteers should contact the Board Chair. United Way may designate the Executive Committee as the Leadership Committee to address any breaches of the Code of Ethics. 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 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.
- United Way affirms prompt and fair resolution of all reported breaches.

