

United Way of West Central Connecticut Code of Conduct for Volunteers

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Adopted June 19, 2018

United Way of West Central Connecticut Code of Ethics

The United Way of West Central Connecticut (UWWCC) is committed to ethical standards that preserve the community's trust in this organization and its operation. Our Code of Ethics is based on our mission, to unite our communities to create opportunities for a better life for all by focusing on education, income and health; and is guided by our fundamental values: integrity, fairness, accountability, inclusiveness and professional excellence. All who represent the UWWCC shall exhibit these values.

Employment Practices

UWWCC is an equal opportunity employer. UWWCC employees:

- Respect all co-workers and all other individuals without regard to race, religion, color, creed, national origin, age, sex, disability, veteran status, sexual orientation, marital status, or any other categories protected by federal, state, or local law.
- Support affirmative action and equal employment opportunity programs.

UWWCC

- Advocates and promotes diversity among its board, staff, volunteers, donors, and community partners. Diversity recognizes and values different backgrounds and perspectives of individuals.
- Provides a work environment for its representatives that is free from discrimination and harassment. This policy encompasses any verbal, physical or sexual harassment of another person.
- Allows employees the flexibility to balance their family and work responsibilities.
- Will not tolerate the use, possession, purchase, distribution or influence of illegal drugs by any representative.

Responsibility to Volunteers

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

- 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, respectively; set clear standards of performance for volunteers, and appropriately recognize their contribution.

Responsibility of Volunteers

Volunteers represent UWWCC and set examples through their ethical conduct and professionalism.

- Review the Code of Ethics of UWWCC and ensure that they adhere to the spirit of the Code when making policy or otherwise managing the affairs of the organization.

In the event that there comes before the Board of Directors a matter for consideration or decision that raises a potential conflict of interest for any member of the Board of Directors, the member shall disclose the potential conflict of interest as soon as he or she becomes aware of it, and shall withdraw from the meeting room during discussion, review and voting in connection with the matter. The disclosure and withdrawal shall be recorded in the minutes of the meeting. Each member shall file annual disclosures of potential conflicts with the board.

Ethical Management Practices

UWWCC has responsibilities to its clientele that include donors, volunteers and other community stakeholders. These clienteles have placed their trust in UWWCC. To uphold this trust, UWWCC employees:

- Make full and fair disclosure of all relevant information to clientele who have a right to know how their dollars are being spent.
- Spend clientele's money wisely, efficiently and objectively.
- Promote good stewardship of all UWWCC resources (people and dollars) to pay operating expenses, salaries and employee benefits and refrain from expenditures of funds that by their nature or amount do not directly advance UWWCC's mission.
- Observe and comply with all laws and regulations affecting UWWCC.

Confidentiality is a hallmark of professionalism. UWWCC representatives:

- Ensure that all information which is confidential or privileged or which is not publicly available is not disclosed inappropriately.
- Ensure that all non-public information of other persons or organizations is treated as confidential and not disclosed.

Conflict of Interest

To avoid even the appearance of a conflict of interest that would tarnish the image of the organization and undermine the public's trust in the UWWCC, representatives will:

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

- Disclose any potential conflict in advance for discussion purposes.
- Treat all vendors fairly to avoid favoritism or appearances of impropriety and affords all vendors the opportunity to offer or qualify their products or services on a competitive basis.
- Refrain from participating in or influencing any decision or other action of the UWWCC that could result in a direct or indirect benefit to his/her family or any organization, which the representative is affiliated.

UWWCC employees:

- Should not solicit or accept gratuities, gifts or favors other than promotional gifts of nominal value (no more than \$20) for themselves or their families for doing his/her job.
- 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 interests.
- Should not use UWWCC resources for personal gain.
- Ensure that outside employment and other activities do not adversely affect the performance of their UWWCC duties or the achievement of United Way's mission. Employees should not use UWWCC working time for non-United Way purposes.

Professional Excellence

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

UWWCC President &CPO:

- Encourages employee development and communicates with personnel to help them achieve their goals and increase their job satisfaction 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 for employees and is considerate while being mindful of managerial responsibilities.
- Regularly solicits and respects the opinions of employees.

UWWCC employees:

- Strive to meet performance standards at the highest level.
- Refuse to engage in or tolerate any fraud, misuse or waste of UWWCC resources.
- Encourage growth and self-improvement in themselves and their co-workers.
- Exhibit respect for co-workers and all those they come in contact with.
- Have the courage to face situations squarely and offer a minority opinion when necessary.
- Comply with all legal requirements concerning substance abuse and all other laws and regulations affecting the organization and their personal obligations.
- Strive to create an environment conducive to professionalism.

Disclosure

UWWCC encourages all employees and representatives to be prompt, open and forthright in reporting perceived breaches of the Code of Ethics of which they are aware. Disclosure should be made to the Chairman of the Board of Directors. Any reported breaches will be investigated and appropriate action, if needed, taken.

United Way of West Central Connecticut Confidentiality Agreement

As a condition of employment with United Way of West Central Connecticut you will receive a variety of information of a confidential nature. Information may be in print, verbal or electronic. All materials provided will be treated confidentially as follows:

1. You recognize and acknowledge the confidential nature of this information, including without limitation the identity of donors and prospective donors (collectively “Donors”), Donor charitable giving history and charitable preferences, personal and financial information about Donors and/or United Way of West Central Connecticut and/or its staff (hereafter “Confidential Information”).
2. You agree that the Confidential Information will be solely used for the purpose of performing the responsibilities of your position with United Way of West Central Connecticut.
3. You agree to maintain as strictly confidential and not share with United Way of West Central Connecticut competitors or any third party, or use United Way of West Central Connecticut proprietary Confidential Information and the particulars thereto, or any of United Way of West Central Connecticut’s financial, legal, business or strategic information that is not a matter of public knowledge.
4. You agree that you will not, except for the purpose of your internal review, copy or otherwise duplicate any of the Confidential Information without the written consent of United Way of West Central Connecticut.
5. You agree that you will return any and all materials as requested by United Way of West Central Connecticut.
6. You understand that failure to comply with the confidentiality agreement could lead to termination of employment with United Way of West Central Connecticut.
7. You understand that questions regarding the proprietary nature of Confidential Information at United Way of West Central Connecticut should be directed to your supervisor.
8. It is agreed that an action for violation of this Agreement may be brought in the Superior Court of Connecticut, in law and/or in equity, for injunctive relief and/or for damages.

United Way of West Central Connecticut Conflict of Interest Policy

The standard behavior at the United Way of West Central Connecticut (UWWCC) is that all staff, volunteers and board members avoid conflicts of interest between the interests of the UWWCC on one hand, and personal, professional and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest. A conflict of interest is any interest in a transaction or decision where the staff/volunteer/board member, their family and/or significant other, or employer will receive a benefit or gain.

Staff, volunteers and board members of the UWWCC must inform UWWCC staff of all relationships that might become a real or perceived conflict of interest by completing and signing the Conflict of Interest Form annually. Staff, volunteers and board members are responsible for updating the form during the year if circumstances change.

When a conflict of interest arises, the volunteer or board member will be permitted to participate in the discussion at the discretion of the Board or Committee Chair, but will not be permitted to vote. He/she has the option to leave the room during the discussion and vote.

UNITED WAY OF WEST CENTRAL CT CONFLICT OF INTEREST STATEMENT

NAME _____ **TELEPHONE** _____

HOME ADDRESS _____

PLACE OF EMPLOYMENT _____

WORK ADDRESS _____

TITLE _____ **TELEPHONE** _____

E-MAIL _____ **FAX** _____

1. *List all charitable, educational and other community affiliations which you have maintained during the past five (5) years. Indicate your involvement (i.e. officer, director, employee, committee member, active volunteer, etc.) and dates of service.*

2. *List same information as provided in question #1 as it applies to spouse(s), parents, children, siblings or significant others.*

3. *Is there any office, committee or other position in the United Way in which you have a conflict, you prefer not to serve, or others in the United Way might feel you should not serve for some reason?*

4. *Is there any other fact or situation concerning yourself or those closely related or affiliated with you which you feel will cause or might be perceived to cause a question concerning your role with the United Way?*

Signature _____

Date _____

VOLUNTEER ACKNOWLEDGEMENT OF CODE OF CONDUCT

I have read the United Way of West Central Connecticut (UWWCC) Code of Conduct, and I understand and abide by the UWWCC Code of Ethics, the UWWCC Confidentiality Agreement, and the UWWCC Conflict of Interest Policy. I have completed the UWWCC Conflict of Interest Statement.

Any questions that I have should be brought to the attention of the President & CPO.

Volunteer's Name (Print)

Volunteer's Signature

Date