



# DAVIE COUNTY UNITED WAY

## CODE OF ETHICS

ADOPTED BY THE  
DAVIE COUNTY BOARD OF DIRECTORS  
3/22/04

REVISED MAY 22, 2006

GIVE. ADVOCATE. VOLUNTEER.  
**LIVE UNITED.** 

## **CODE OF ETHICS**

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

The success of the Davie County United Way system and our reputation depend upon the ethical conduct of everyone affiliated with the DCUW. Volunteers, staff, and representatives set an example for each other by pursuit of excellence in high standards of performance, professionalism, and ethical conduct.

While no document can anticipate all of the challenges that may arise, the Code of Ethics communicates key guidelines and will assist DCUW volunteers, staff and representatives in making good decisions that are ethical and in accordance with applicable legal requirements. All are encouraged to discuss any questions or concerns they have.

### **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 DCUW mission.

Communicate honestly and openly and avoid misrepresentation.

Promote a working environment where honesty, open communication and opinions are valued.

Exhibit respect and fairness toward all those with whom we come into contact.

### **2. ACCOUNTABILITY**

DCUW is responsible to its donors and others who have placed faith in DCUW. To uphold this trust we:

Promote good stewardship of DCUW resources, including contributions that are used to pay operating expenses, salaries, and employee benefits.

Refrain from using organizational resources for non-DCUW purposes.

Observe and comply with all laws and regulations affecting DCUW.

### **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.

**4. DIVERSITY AND EQUAL OPPORTUNITY**

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

Value and embrace diversity in all aspects of DCUW activities and respect others without regard to race, color, religion, creed, age, sex, national origin, marital status, sexual orientation, or status as a qualified disabled or handicapped individual.

Support affirmative action and equal employment opportunity programs throughout DCUW.

Refuse to engage in or tolerate in any other form of discrimination or harassment.

**5. CONFLICTS OF INTEREST**

To avoid any conflict of interest or the appearance of a conflict of interest which could tarnish the reputation of DCUW as well as undermine the public's trust in DCUW. Staff and representatives:

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

Ensure that outside employment and other activities do not adversely affect the performance of their DCUW duties or the achievement of DCUWs' mission.

Ensure that travel, entertainment and related expenses are incurred on a basis consistent with the mission of DCUW and not for personal gain or interests.

Decline any gift, gratuity or favor in the performance of DCUW duties except for promotional items of nominal value, and any food, transportation, lodging or entertainment unless directly related to DCUW business.

Refrain from influencing the selection of 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.

**6. DCUW VOLUNTEERS**

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

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

Members of the Board shall annually file with the DCUW staff a disclosure of all known potential conflicts of interest.

**7. 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 DCUW duties.

**8. POLITICAL CONTRIBUTIONS**

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

Refrain from making any contributions to any candidates for public office or political committee on behalf of or may create the appearance the contribution is on behalf of DCUW.

Refrain from using any organizational financial resources, facilities or personnel to endorse or oppose a candidate for public office.

Clearly communicate that we are not acting on behalf of the organization, if identified as an official of DCUW, 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 DCUW.

**9. DOCUMENT DESTRUCTION**

The Law makes it a crime to alter, cover up, falsify, or destroy any document (or persuade someone else to do so) to prevent its use in an official proceeding (e.g., federal investigations or bankruptcy proceedings). Intentional document destruction will be monitored, justified and carefully administered.

DCUW follows document retention and destruction guidelines set by the Internal Revenue Service.

**10. GUIDANCE AND DISCLOSURE**

Reports of possible breaches of the Code of Ethics 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 by the Executive Director and/or the Board of Directors, as appropriate. If needed, appropriate action taken based upon the policies of the organization.

No director, officer or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported any violation in good faith is subject to discipline up to and including termination of employment.

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

DCUW affirms prompt and fair resolution of all reported breaches.

# CODE OF ETHICS CERTIFICATE

I acknowledge that I have received and read my personal copy of the Davie County United Way Code of Ethics. I understand that each Davie County United Way volunteer, staff member and representative is responsible for adhering to the principles and standards of the Code of Ethics, and I confirm that I have conducted myself in accord with the principles and standards of the Code of Ethics. The certification process is mandatory for all DCUW staff and members of the Board of Directors.

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Printed Name

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Signature

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Date

## Disclosure of Relationships

Partner Agencies with which I have a relationship as of this date: (Please List)

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# Code of Ethics Glossary

***Candidate for Public Office:*** An individual who offers herself or himself or is proposed by others as a contestant for an elected public office, whether such office is federal, state or local.

***Contribution, political:*** Anything of value, including monetary and in-kind gifts, provided for the purpose of influencing the outcome of an election.

***Donors:*** All individuals and entities that make charitable or in-kind contributions to DCUW.

***Nonpublic Information:*** Any business, financial, or personal information, which is not publicly known or available.

***Political Committee:*** Any party, committee, association, fund or other organization organized and operated primarily for accepting contributions to influence the selection, nomination, or election of any individual to any federal, state or local office.

***Privileged Information:*** Any information that is protected from involuntary disclosure by legally recognized privileges such as attorney-client, doctor-patient, and others.

***Promotional Items of Nominal Value:*** Gifts used to promote an organization's name, products, or services that have a retail value of \$25 or less.

***Representatives:*** Individuals who provide personal services to DCUW as independent contractors, consultants or loaned executives.

***Staff:*** All individuals, who provide services to DCUW as employees or leased employees.

***Vendors:*** Entities that provide goods and services to DCUW for a fee.

***Volunteers:*** All members of the DCUW Board of Directors and committees appointed by the Board of Directors, who perform their DCUW duties without compensation.