



United Way of Cayuga County, Inc. (UWCC)

## Code of Ethics

UWCC is responsible to its member agencies, partners, donors and others who have placed faith in our organization. To uphold this trust we have developed our Code of Ethics based upon ideals in seven core areas. Annually, each Board member and staff person will be asked to acknowledge and accept their responsibility to adhere to this policy.

### **INTEGRITY AND ACCOUNTABILITY**

*To meet our commitment to integrity and accountability in all circumstances, we will:*

- Demonstrate good stewardship of UWCC resources, including membership fees, grants and other contributions that are used to pay operating expenses, salaries, and employee benefits.
- Refrain from using organizational resources for non-UWCC purposes.
- Strive to meet the highest standards of performance, quality, service and achievement in working towards our mission.
- Fully comply with all laws and regulations affecting UWCC.
- Exhibit respect and fairness toward all those with whom we come into contact.
- Communicate honestly and openly and avoid misrepresentation.
- Promote a working environment where honesty, open communication and all opinions are valued.

### **CONFLICTS OF INTEREST**

*UWCCs' staff, Board and representatives<sup>1</sup> will adhere to federal and state law and regulations with regard to conflict of interest and, to avoid any conflict of interest, or the appearance of a conflict of interest, which could tarnish the reputation of UWCC as well as undermine the public's trust in all United Way organizations.*

### **UWCC staff and representatives will:**

- Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of UWCC, including involvement with a current or potential UWCC vendor, grantee, or competing organization unless disclosed to and not deemed to be inappropriate by the UWCC Executive Committee (Board of Ethics).
- Ensure that outside employment and other activities do not adversely affect the performance of their UWCC duties or the achievement of UWCC's mission.
- Ensure that only travel, entertainment and related expenses that are incurred for legitimate UWCC business are reimbursed.

---

<sup>1</sup> Representatives would include paid consultants and others who may be called upon to speak or act on behalf of the organization.

### **POLITICAL CONTRIBUTIONS**

*UWCC encourages individual participation in civic affairs. However, as a charitable organization, UWCC 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 candidate for public office or political committee on behalf of UWCC.
- Refrain from making any contributions to any candidate for public office or political committee in a manner that may create the appearance that the contribution is on behalf of UWCC.
- 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 UWCC, while engaging in political activities in any 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 UWCC.

### **GUIDANCE AND DISCLOSURE**

*Volunteers, staff, and representatives are encouraged to seek guidance from the Executive Committee (Board of Ethics) concerning the interpretation or application of this Code of Ethics. Any known or possible breaches of the Code of Ethics should be disclosed.*

Staff and representatives should contact the President or a member of the Executive Committee (Board of Ethics). Volunteers should contact a member of the Executive Committee (Board of Ethics). Reports of possible breaches 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 upon 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.
- UWCC affirms prompt and fair resolution of all reported breaches.



United Way of Cayuga County, Inc. (UWCC)

## Code of Ethics Annual Commitment Statement

I acknowledge that I have received and read my copy of the United Way of Cayuga County, Inc.'s Code of Ethics. I understand that each United Way of Cayuga County, Inc.'s volunteer, staff member, and representative is responsible for adhering to the principals and standards of the Code, and I confirm that I shall conduct myself accordingly. This annual commitment statement is mandatory for all UWCC's staff and Board members.

---

PRINTED NAME

---

SIGNATURE

---

DATE



**United Way of Cayuga County, Inc. (UWCC)**

### *Introduction to the UWCC Code of Ethics*

As volunteers and employees of United Way of Cayuga County, we have a responsibility to uphold the highest of ethical standards. These standards go beyond compliance with laws and regulations – calling us to fulfill higher obligations as stewards of the public trust.

This Code of Ethics sets forth the principles and standards that guide our decisions and actions.

This Code is also meant to help us further the discussion of ethics in our workplace and encourages us to seek guidance and clarification when we have questions about applying our principles and standards.

Our commitment as employees and volunteers is essential to upholding these principles and standards to ensure that United Way of Cayuga County, Inc. maintains the trust of our members and the public in all that we do.