



Code of Ethics

Adopted by the United Way of Greenwich Board of Directors on April 22, 2004 and amended on April 26, 2007

The United Way of Greenwich is committed to the highest ethical standards. Public trust in our performance is earned and maintained by our resolve to be good stewards of our resources and to uphold rigorous standards of conduct. The success of our organization and our reputation depends upon the ethical conduct of everyone affiliated with the United Way of Greenwich. Board members, staff, and volunteers set an example for each other by their pursuit of excellence in high standards of performance, professionalism, and ethical conduct.

Our Code of Ethics is based on the fundamental values of integrity, honesty, transparency, and inclusiveness and guides our efforts to achieve our mission:

The United Way of Greenwich mobilizes the community in strategic efforts to identify and address critical human service needs. United Way of Greenwich achieves measurable and sustainable results through comprehensive planning, efficient fundraising, and effective investment in the community.

While no document can anticipate all the challenges that may arise, our Code of Ethics communicates key guidelines to assist United Way board members, staff, and volunteers in making decisions that are ethical and in accordance with applicable legal requirements. All are encouraged to discuss any questions or concerns that they have with a member of the Executive Committee, the President and Chief Executive Officer, or the Chairman and Chief Volunteer Officer.

I. PERSONAL AND PROFESSIONAL INTEGRITY

United Way of Greenwich board members, staff, and volunteers shall:

- Communicate honestly and openly and avoid misrepresentation in all dealings with the public.
- Promote a working environment where honesty, open communication, and minority opinions are valued.
- Require accountability and the appropriate stewardship of resources, revenues, expenses, and United Way property.
- Refrain from using organizational resources for non-United Way of Greenwich purposes.
- Refrain from any use of coercion, actual or implied, in fundraising activities.

- Refrain from engaging in political or personal activities in a manner that may create the appearance that such activity is by or on behalf of the United Way of Greenwich.

II. DIVERSITY AND EQUAL OPPORTUNITY

United Way of Greenwich board members, staff, and volunteers shall in all aspects of United Way of Greenwich activities:

- Embrace diversity and respect others without regard to race, color, religion, creed, age, sex, national origin or ancestry, marital status, veteran status, sexual orientation, or status as a qualified disabled or handicapped individual.
- Not engage in or tolerate any other form of illegal discrimination or harassment.

III. CONFLICT OF INTEREST

- United Way of Greenwich board members and staff shall disclose annually to the Board of Directors of the United Way of Greenwich the names of organizations on whose boards they serve, all known potential conflicts of interest, and any activity or outside interest that may appear to conflict with the best interest of the United Way of Greenwich, including involvement with a current or potential United Way of Greenwich vendor, grantee, or competing organization.
- United Way of Greenwich board members and staff shall disclose to the Board of Directors of the United Way of Greenwich any known conflicts or potential conflicts of interest in any matter before the United Way of Greenwich Board of Directors and shall abstain from voting in connection with such matter. The minutes of the Board meeting will reflect the reason for the abstention. Should circumstances warrant, the Board may request that the individual with the (potential) conflict of interest withdraw from the meeting or otherwise refrain from participation in the discussion.
- United Way of Greenwich volunteers who are not board members shall disclose to the chairperson of committees on which they serve any known conflicts or potential conflicts of interest in any matter before the committee and shall abstain from voting in connection with such matter. Committee minutes will reflect the reason for the abstention. Should circumstances warrant, the Committee Chair may request that the individual with the (potential) conflict of interest withdraw from the meeting or otherwise refrain from participation in the discussion.
- United Way of Greenwich board members, staff, and volunteers shall refrain from influencing the selection of staff, consultants, or vendors who are relatives or personal friends or affiliated with, employ, or who are employed by a person with whom a board member or staff member has a relationship that could adversely affect the appearance of impartiality, and shall not knowingly take any action or make any statement intended to influence the conduct of the United Way of Greenwich in such a way as to confer any financial benefit on themselves, their immediate family, or any organization in which they or their immediate family members have a significant interest as stakeholders, directors, or officers.

IV. CONFIDENTIALITY AND PRIVACY

United Way of Greenwich board members, staff, and volunteers shall:

- Respect the privacy rights of all individuals by ensuring that all information that is confidential, privileged, or nonpublic is not disclosed inappropriately.

V. GUIDANCE AND DISCLOSURE

United Way of Greenwich board members, staff, and volunteers are encouraged to seek guidance from the Executive Committee and/or the President or Chairman concerning the interpretation or application of the Code of Ethics and shall disclose any known or possible breaches of the Code of Ethics to a member of the Executive Committee. Such disclosures shall be treated in confidence. If confidentiality cannot be maintained, the individual disclosing the possible breach will be notified.

Reports of possible breaches will be handled by the Executive Committee in the following manner:

- All reported breaches will be investigated and, if needed, appropriate action taken based upon the policies of the organization. The United Way of Greenwich affirms prompt and fair resolution of all reported breaches.
- Retaliation against a person who suspects and reports a breach in good faith will be treated as an independent breach of the Code of Ethics.

I understand that each United Way of Greenwich volunteer and staff member is responsible for adhering to the principles and standards of this Code of Ethics and that certification of adherence is mandatory for all United Way of Greenwich staff, members of the Board of Directors, and committee chairpersons.

I acknowledge that I have received and read my personal copy of the United Way of Greenwich Code of Ethics and confirm that I have conducted and will continue to conduct myself in accordance with its principles and standards.

Name

Signature

Date

