



## **Code of Ethics**

*Adopted by the United Way of Greenwich Board of Directors on April 22, 2004  
and amended on April 26, 2007 and February 16, 2018*

The Greenwich United Way 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 Greenwich United Way. 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 Greenwich United Way identifies unmet local health, educational and self-sufficiency needs, raises awareness and support, and works collaboratively with community partners to initiate solutions and implement programs that have a lasting and positive impact.***

While no document can anticipate all the challenges that may arise, our Code of Ethics communicates key guidelines to assist the Greenwich 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 Chief Executive Officer, or the Chair and Chief Volunteer Officer.

### **I. PERSONAL AND PROFESSIONAL INTEGRITY**

Greenwich United Way 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 Greenwich United Way property.
- Refrain from using organizational resources for non-Greenwich United Way 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 Greenwich United Way.

## **II. DIVERSITY AND EQUAL OPPORTUNITY**

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

- Greenwich United Way board members and staff shall disclose annually to the Board of Directors of the Greenwich United Way 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 Greenwich United Way, including involvement with a current or potential Greenwich United Way vendor, grantee, or competing organization.
- Greenwich United Way board members and staff shall disclose to the Board of Directors of the Greenwich United Way any known conflicts or potential conflicts of interest in any matter before the Greenwich United Way 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.
- Greenwich United Way 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.
- Greenwich United Way 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 Greenwich United Way 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**

Greenwich United Way 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**

Greenwich United Way board members, staff, and volunteers are encouraged to seek guidance from the Executive Committee, the Chief Executive Officer or the Chair and Chief Volunteer Officer 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 Greenwich United Way 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 Greenwich United Way 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 Greenwich United Way staff, members of the Board of Directors and committee chairpersons.

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

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Name

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Signature

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Date