

CODE OF ETHICS
UNITED WAY OF ESSEX AND WEST HUDSON

United Way is Synonymous with charitable service. The general public associates the United Way name with thousands of worthy causes all over the country. Indeed, for many people, United Way is the primary way they meet their desire to help their fellow human beings.

UWEWH has a unique role as a leader of philanthropy to benefit human services, and as a major resource to its agencies. The UWEWH has earned public trust nurtured by years of ethical, honest and responsible charitable service to its customers. The continued success of UWEWH depends upon the ethical conduct of its employees and representatives.

UWEWH employees should set an example for other not-for-profit organizations by their high standards of performance, professionalism, volunteer and charitable activities, helping of the less fortunate and ethical conduct.

PERSONAL INTEGRITY

A personal commitment to integrity in all circumstances benefits each individual as well as the organization. Each UWEWH employee should:

- Respect and seek out the truth and avoid misrepresentation
- Ensure fairness and objectivity in all activities.
- Honor the right of privacy of all people, including co-workers, contributors, and beneficiaries.

PROFESSIONAL EXCELLENCE

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

It is management's responsibility to:

- Evaluate employees on a fair and consistent basis. All employees should know what is expected of them and how they are progressing toward fulfilling expectations.
- Show respect and empathy for employees. Be considerate while being mindful of managerial responsibilities.
- Respect the opinion of employees.

All UWEWH employees, at every level, have the responsibility to:

- Refuse to engage in or tolerate any fraud, misuse, abuse or waste of UWEWH resources.
- Exhibit respect for co-workers and all those they have come in contact with.
- Comply with all legal requirements concerning substance abuse.
- Comply with other laws and regulations affecting the organization and their personal obligations.
- Discuss any questions concerning interpretations or compliance with the code of ethics with their supervisor, the UWEWH CEO or other designated person.
- Encourage the reporting of violations and protect those who report.

RESPONSIBILITIES TO VOLUNTEERS

Volunteers also represent the United Way of Essex and West Hudson through its Board of Trustees or otherwise are crucial to the success of the UWEWH. In order to assist volunteers to serve effectively and to obtain satisfaction from their service, it is the responsibility of UWEWH managers and/or employees, where applicable, to:

- Treat all volunteers with fairness, equity and respect, providing mechanisms for their views and interests to be expressed.

RESPONSIBILITIES OF VOLUNTEERS

Volunteers also represent UWEWH and should set examples through their ethical conduct and professionalism.

- Volunteers will review the code of ethics of the UWEWH and ensure that they adhere to the spirit of the code when making policy or otherwise managing the affairs of the organization.
- No volunteer shall knowingly take any action or make any statement intended to influence the conduct of UWEWH in such a way as to confer any financial benefit on such volunteer, and members of his or her immediate family, or any cooperation, profit or non profit in which he or she or such member has a significant interest as stockholder, director or officer.
- In the event there comes before the Board of Trustees or the Executive Committee any matter for consideration of decision that raises a potential conflict of interest for any member of the board or committee, the member shall disclose the conflict of interest as soon as he or she becomes aware of it and obtain from voting in connection with the matter. The disclosure and abstention shall be recorded in the minutes of the meeting.
- Volunteer who serve the UWEWH should treat all staff with fairness, equity and respect.

DONOR RELATIONS

UWEWH has responsibilities to its donors and should help other organizations with their donor relations. Donors have placed faith in UWEWH. It is the responsibility of all employees not to violate this trust and where applicable, they should:

- Make full and fair disclosure of all relevant information to donors, who have a right to know how their dollars are spent.
- Spend the donors' money wisely, efficiently and objectively.
- Always observe the wishes of the donors as to specific designations of their donation.
- Be good stewards of donations that are utilized to pay operating expenses, salaries and employee benefits and refrain from allowing expenditures of any funds that by their nature or amount do not directly advance United Way's mission.

VENDOR RELATIONS

- Vendors must be treated fairly to avoid favoritism or appearance of impropriety.
- Ensure that vendors, including minority firms, have the opportunity to offer of qualify products or services on a competitive basis.
- Conduct competitive bidding in a fair and professional manner, giving no special preferences or advantages to any vendor.

EQUAL OPPORTUNITY

UWEWH is an equal opportunity employer. Every employee should:

- Respect all co-workers and all other individuals 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.
- Support the organizations' affirmative action and equal opportunity program.
- Refuse to engage in or tolerate in others any form of sexual harassment, as provided in the organization's policy against sexual harassment.

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 UWEWH, employees should:

- Avoid any activity or outside interest that conflicts or appears to conflict with the best interest of the UWEWH. Any involvement with a current or potential vendor, grantee, or competing organization may violate this code and should be cleared with the employee's supervisor.
- Refrain from participating in or influencing any decision or other action of the UWEWH that could result in a direct or indirect benefit to his or her family or any organization with which the employee is substantially affiliated.

PERSONAL GAIN

No employee should accept any gratuity or favor for doing his or her job. Accordingly, UWEWH employees should not:

- Solicit gratuities, gifts or favors, other than promotional gifts of nominal value, for themselves or their families. Neither should these be accepted without disclosure to the approval of management.
- Accept food, transportation, or entertainment unless directly related to UWEWH business.
- Use UWEWH resources for personal gain.

TRAVEL, ENTERTAINMENT AND RELATED EXPENSES

Travel, entertainment and related expenses should be incurred on a basis consistent with the mission of UWEWH. Accordingly, expenses incurred should comply with policies adopted by the UWEWH's Board of Trustees.

OUTSIDE EMPLOYMENT AND OTHER ACTIVITIES.

Outside employment and other activities should not interfere with an employee's responsibilities within UWEWH and should not adversely affect this organization. An employee is required to inform his or her supervisor of any significant outside activities. An employee may not use UWEWH resources for any outside enterprises or other activities.

NEPOTISM

Favoritism to relatives is unfair to other employees, and the appearance of favoritism is easily perceived. Accordingly, each UWEWH employee should:

- Understand that persons related to employees of this organization should not be employed, except under special circumstances that are clearly in the best interest of UWEWH and approved by the Board of Trustees.
- Understand that no employee must ever have supervisory or management authority over relatives.

- Understand that employees with decision-making authority should avoid selecting a consultant or provider of goods or services who is a relative or personal friend or who employs or is affiliated with a relative or personal friend.

SOLICITATIONS

UWEWH employees should not be subjected to outside solicitation within the workspace. Further, employees should be free from unwarranted interruptions in the form of solicitations within the workspace from other employees, in order to concentrate on work. No employee should:

- Solicit or distribute literature for purposes inconsistent with this organization's mission on UWEWH premises.
- Use UWEWH working time for non-UWEWH purposes.
- Be required to contribute or respond to a solicitation or fear that his or her response will be a factor in the employee's career standing.

CONFIDENTIAL INFORMATION

Confidentiality is a hallmark of professionalism. Each UWEWH employee should commit to:

- 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 regarding other persons or firms acquired by UWEWH personnel in dealing with outside firms should be treated as confidential and not disclosed to any other organization.
- Ensure that after termination or employment, they will not disclose confidential information obtained in the course of employment by the UWEWH.

I have read the Code of Ethics.

Name _____ Signature _____ Date _____