

# UNITED WAY OF LANCASTER COUNTY, INC.

## CODE OF CONDUCT

United Way of Lancaster County (UWLC) has a unique role as a community leader of philanthropy to benefit health and human services. One of our most important assets is the trust of the community. As stewards of the community's trust and charitable contributions, we must subject ourselves and our actions to the highest ethical standard at all times.

We believe the leadership role of our staff, board members and other volunteers is essential. Accordingly, this Code of Ethics establishes key guidelines to assist UWLC staff, board members and other volunteers in making good decisions that are ethical and in accordance with acceptable legal requirements.

All UWLC staff, board members and other volunteers shall review the following Code of Ethics annually. Additionally, each Director shall annually sign a statement affirming they understand and agree to comply with the terms of the Code of Ethics.

### Personal and Professional Integrity

All UWLC staff, board members and volunteers shall respect and seek out the truth and avoid misrepresentation. They shall ensure fairness and objectivity in all UWLC activities and strive to meet the highest standards of performance, quality, service and achievement in working towards the UWLC mission.

### Accountability

All UWLC staff, board members and volunteers shall promote good stewardship of UWLC resources. They shall observe and comply with all laws and regulations affecting UWLC.

### Solicitations and Voluntary Giving

All UWLC staff, board members and volunteers shall promote voluntary giving and refrain from any form of coercion in fundraising activities.

### Conflict of Interest

UWLC staff, board members and volunteers shall:

- Not knowingly take any action, or make any statement intended to influence UWLC's conduct in such a way to confer any financial benefit to oneself, one's immediate family members or any organization in which they or their immediate family member is involved or has a financial interest, such as membership on an agency board that receives or is eligible to receive UWLC funding or ownership in a business that could provide goods or services to UWLC.

- Disclose all known conflicts or potential conflicts of interest in any matter before the board members, if a board member, or any committee upon which the volunteer serves and withdraw from the meeting room during any discussion, review and voting in connection with such matter. Each Director is required to disclose in writing, on an annual basis, any potential conflicts of interest with the operations of UWLC and notify the Executive Director and Board President in writing of any additional conflicts of interest that arise during the year.

#### Affiliation with Other Organizations

Employees are encouraged to be active members of the community. Membership in community organizations is encouraged as long as they are not in conflict with the aims, purposes, and objectives of United Way of Lancaster County, Inc. Employees are prohibited from serving on the Board of Directors of any member agency and should avoid any agency affiliation where a conflict of interest might be construed.

#### Personal Gain

UWLC staff, board members and other volunteers will not use UWLC resources for personal gain, nor solicit or accept personal gratuities, gifts or favors, other than promotional gifts of nominal value (retail value of \$25 or less).

#### Political Activity

UWLC encourages volunteers to help educate elected officials about the relevant policy issues and/or advocate for a position on a policy issue. UWLC may not endorse, rate, or rank, individuals seeking political office. UWLC staff and volunteers should:

- Refrain from using UWLC resources or making contributions to any candidate for public office or political committee on behalf of UWLC or in such a manner that may create the appearance that the contribution is on behalf of UWLC.
- Refrain from engaging in electoral activity in a manner that may create the appearance that such activity is by or on behalf of UWLC.

#### Participation in Joint Ventures

UWLC will safeguard its exempt status when negotiating all joint venture agreements. All contracts with the organization will be on arm's length terms, and exempt purposes will be given priority over investors' profits. UWLC will not engage in an activity that would jeopardize the organization's exempt status.

#### Confidential Matters

United Way of Lancaster County, Inc. is an organization in which many matters of a confidential nature are entrusted. All UWLC staff, board members and volunteers must ensure that all information, which is confidential, privileged or nonpublic, is not disclosed inappropriately. They must also respect the privacy rights of all individuals in the performance of their United Way of Lancaster County duties.

Information related to individual and corporate giving should be shared with volunteers on a "need-to-know" basis only.

#### Caring Attitude

The success of United Way of Lancaster County, Inc. is dependent on the public perception of it as a caring, community minded organization. It is essential that every employee demonstrate an attitude of respect, concern, courtesy and responsiveness in all their daily contacts with volunteers, agencies, donor, and people in need of assistance.

#### Use of Equipment

The use of United Way of Lancaster County, Inc. equipment or supplies for personal reasons is strictly prohibited unless there is prior approval by the Executive Director.

### **GENERAL INFORMATION**

#### Disclaimer

These personnel policies are presented as a matter of information only for the purpose of clarifying and defining policies for all employees. They do not constitute a contract between the United Way of Lancaster County, Inc. and its employees. Each employee is hired for an indefinite period, and there can be no guarantee as to the length of time for which United Way of Lancaster County, Inc. will continue any employee's employment.

#### Equal Employment Opportunity

It is the policy of the United Way of Lancaster County, Inc. to provide equal employment opportunities to both applicants and employees without regard to race, color, religion, sex, national origin, age, status as a Vietnam Veteran, or handicap. This policy relates to all phases of employment including but not limited to, recruiting, employment, placement, upgrading, demotion or transfer, reduction of work force, termination, rates of pay or other forms of compensation, selection for training, and to the use of all facilities and participation in all agency-sponsored employee activities.

#### Diversity Policy

It is the policy of the United Way of Lancaster County to select volunteers, hire staff and provide local services which reflects the diversity of the residents of Lancaster County.

**Procedure:** United Way is committed to providing equal opportunity for all volunteers, employees and service recipients without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, or disability. United Way promotes the full realization of this policy through the positive recognition of the value of diversity.

### **Diversity and Employment:**

United Way of Lancaster County is fully committed to assuring equal opportunity and equal consideration to all qualified applicants and employees in personnel matters including recruitment, hiring, training, promotions, salaries and other compensation, transfer and layoff or termination.

In the implementation of this policy, United Way will aggressively seek personnel for all levels within the organization without regard to race, color, religion, national origin, sex, age marital status, sexual orientation, or disability. The intent of this policy is to reflect the positive value of diversity in the community.

### **Diversity and Program Funding:**

United Way of Lancaster County is fully committed to the funding programs that provide equal opportunity and access for all, without regard to race, color, religion, marital status, sexual orientation, disability, sex, age, or national origin.

In the implementation of this policy, United Way will continue to provide funding to programs that target underserved populations as identified through continuous community assessment. The intent of this policy is to provide funding to meet the needs of and support the diversity of our community.

### **Diversity and Volunteer Recruitment:**

United Way of Lancaster County is fully committed to the recruitment of volunteers to fill all volunteer positions within the organization without regard to race, color, religion, marital status, sexual orientation, disability, sex, age, or national origin.

In the implementation of this policy, United Way will aggressively seek volunteers from the community who reflect and acknowledge the value of diversity, including but not limited to minority group members, women and the disabled.

### **Diversity and Service Delivery:**

United Way of Lancaster County is fully committed to the delivery and provision of service to meet the needs of the community as identified through a continuous assessment process.

In the implementation of this policy, United Way will grant program funding to those organizations which demonstrate the commitment to provide service without regard to race, color, religion, marital status, sexual orientation, disability, sex, age or national origin or which have as their legitimate stated purpose or mission the servicing of specific population segments.

**Responsibility:**

In order to promote and value diversity, the active participation and support of all members of the organization will be required.

*Diversity Policy adopted from the United Way of Central Jersey, Inc.*

**Disclosure**

Staff, board members and volunteers are obligated to disclose any violations or perceived breaches of the Code of Ethics of which they are aware. Disclosure should be made to the Executive Director and to the Board President. Any reported breaches will be investigated and appropriate action, if needed, will be taken. UWLC encourages all staff and volunteers to be prompt, open and forthright in reporting perceived breaches of the Code of Ethics.