



UNITED WAY OF KNOX COUNTY'S  
**CODE OF ETHICS 2014-2016**

United Way of Knox County (UWKC) is committed to the highest ethical standards. The success of our United Way depends upon the ethical conduct of everyone affiliated with UWKC. This code establishes key guidelines to assist UWKC volunteers and staff in making good decisions that are ethical and in accordance with applicable legal requirements.

**Personal and Professional Integrity**

- ◆ Strive to meet the highest standards of performance, quality, service and achievement in working towards the UWKC mission.
- ◆ Communicate honestly, openly and avoid misrepresentation.
- ◆ Promote a working environment where honesty, open communication and minority opinions are valued.
- ◆ Exhibit respect and fairness toward all those with whom we come into contact.

**Accountability**

- ◆ Promote good stewardship of UWKC resources that are used to pay operating expenses, travel, salaries and employee benefits.
- ◆ Observe and comply with all laws and regulations affecting UWKC.

**Solicitations and Voluntary Giving**

- ◆ Promote voluntary giving in dealing with donors.
- ◆ Refrain from any use of coercion in fundraising activities.

**Diversity and Equal Opportunity**

- ◆ Value, champion, and embrace diversity in all aspects of UWKC activities. UWKC respects others without regard to race, religion, color, sex, age, handicap, national origin or ancestry.

**Conflicts of Interest**

*UWKC Staff should:*

- ◆ Avoid any activity or outside interest which conflicts or appears to conflict with the best interests of UWKC, including involvement with a current or potential UWKC vendor, grantee, or competing organization unless disclosed to and not deemed to be inappropriate by the UWKC Board of Trustees.

*UWKC Volunteers should:*

- ◆ Refrain from taking any action, or making any statement, intended to influence the conduct of UWKC in such a way as to confer any financial benefit to themselves, their immediate family members or any organization in which they or their immediate family members have a significant interest as stakeholders, directors or officers.
- ◆ Disclose all known conflicts or potential conflicts of interest in any manner before the Board of Trustees, if they are board members or members of the Fund Distribution Committee.
- ◆ Refrain from holding a board level position of any member agency while serving as a member of the Fund Distribution Committee.

**Confidentiality**

- ◆ Ensure that all information, which is confidential, privileged or nonpublic, is not disclosed or utilized inappropriately.

Volunteers and staff are encouraged to seek guidance from the Board of Trustees concerning the interpretation or application of this code. Any known or possible breaches of this Code of Ethics should be disclosed to the Board of Trustees for investigation that should lead to a prompt and fair resolution.

## CODE OF ETHICS GLOSSARY

**Donors:** All individuals and entities that make charitable or in-kind contributions to United Way.

**Immediate family members:** An individual's spouse, children, parents, siblings, and spouses of children and siblings.

**Nonpublic Information:** Any business, financial, or personal information, which is not publicly known or available.

**Privileged Information:** Information that is protected from involuntary disclosure by legally recognized privileges such as attorney-client, doctor-patient, and others.

**Staff:** All individuals, who provide services to United Way as employees or leased employees.

**Vendors:** Entities that provide goods and services to United Way for a fee.

**Volunteers:** All members of the United Way Board of Trustees and committees appointed by the Board, who perform their United Way duties without compensation.



**CODE OF ETHICS CERTIFICATE**

I acknowledge that I have received and read my personal copy of the United Way of Knox County Code of Ethics. I understand that each United Way of Knox County volunteer, staff member and representative is responsible for adhering to the principles and standards of the Code, and I confirm that I have conducted myself in accord with the principles and standards of the Code.

At this time, I wish to inform the Board of my affiliation with agencies that have received United Way funding in the past, or could possibly receive funding in the future in the form of partner agency membership or as a challenge grant recipient:

**Agency Name**

**Affiliation/Position**

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Should discussions be held about any of the agencies listed above, I will voluntarily abstain from voting on any issues that arise including funding decisions.

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

This certification process is mandatory for all United Way of Knox County staff, Board of Trustees, and key volunteers. All information provided should pertain to positions currently held, or positions to be assumed during the current year. This certificate will be renewed annually. Should information change during the year, please inform the United Way office. Completed certificates can be mailed to United Way at 110 East High Street, Mount Vernon, OH 43050, emailed to [lisa@uwayknox.org](mailto:lisa@uwayknox.org), or faxed to 740 397-5762.