



**United Way
of Central Illinois**

CODE OF ETHICS

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.

United Way of Central Illinois places the highest priority on its relationship with its donors and the network of health and human care programs it helps to fund. As part of this relationship, United Way of Central Illinois responds to, serves and supports its donors in working to increase the organized capacity of people to care for one another. In an effort to achieve this goal, United Way of Central Illinois strives to create a vision and direction that will generate leadership and encourage local health and human care agencies to be the best they can be.

United Way of Central Illinois employees must set an example for other non-profit organization employees by their high standards of performance, professionalism, volunteer and charitable activities.

This code of ethics reflects and guides the conduct of all levels of employees and volunteers of United Way of Central Illinois, and United Way of Central Illinois' relationship with the community at large.

PERSONAL INTEGRITY

A personal commitment to integrity in all circumstances benefits each individual as well as the organization. Each United Way employee and volunteer:

- Respects and seeks out the truth and avoids misrepresentation.
- Ensures fairness and objectivity in all activities.
- Sets an example, as an employee or volunteer of a leading non-profit organization, for high standards of professionalism.
- Honors the right of privacy of all people, including co-workers, contributors and beneficiaries.
- Promotes public confidence in philanthropic institutions.

PERSONAL EXCELLENCE

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

All United Way of Central Illinois employees and volunteers:

- Refuse to engage in or tolerate any fraud, misuse, abuse or waste of United Way of Central Illinois resources.
- Exhibit mutual respect for all those whom they come in contact with.
- Comply with all 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 manager or the United Way of Central Illinois Ethics Officer.
- Encourage the reporting of violations of the Code of Ethics as set forth here in and protect those who report in good faith.

ACCOUNTABILITY AND EFFICIENCY

United Way of Central Illinois has responsibilities to its donors, United Way funded organizations, and other stakeholders. These donors have placed faith in United Way of Central Illinois. To uphold this trust, United Way of Central Illinois employees and volunteers:

- Make full and fair disclosure of all relevant information to donors, who have a right to know how their dollars are spent.
- Spend donors' money wisely, efficiently and objectively.
- Are good stewards of grants, and other contributions that are utilized by United Way of Central Illinois to pay operating expenses, salaries and employee benefits, and refrain from allowing expenditures of United Way of Central Illinois funds that by their nature or amount do not directly advance United Way of Central Illinois' mission.

CONFLICT OF INTEREST

To avoid even the appearance of a conflict of interest which would tarnish the image of the United Way of Central Illinois and undermine the public's trust of all United Way certified agencies, United Way of Central Illinois employees and volunteers:

- Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of United Way of Central Illinois. Any involvement by an employee with a current or potential United Way of Central Illinois vendor, grantee, or competing agency 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 United Way of Central Illinois or any local United Way funded organizations that could result in a direct or indirect benefit to his or her family or any organization with which the employee or volunteer is substantially affiliated.
- In the event that there comes before the Board of Directors or the Executive Committee a matter for consideration or decision that raises a potential conflict of interest for any member of the board or the committee, the member shall disclose the potential conflict of interest as soon as he or she becomes aware of it, and may, at the discretion of the chair be asked to withdraw from the meeting room during discussion, review, or voting in connection with the matter. The disclosure and withdrawal shall be recorded in the minutes of the meeting; and annual disclosures of potential conflicts shall be filed with the board by each member.

PERSONAL GAIN

No employee should accept any gratuity or favor for doing his or her job. Accordingly, United Way of Central Illinois employees and volunteers do not:

- Accept or offer gifts, gratuities or favors, except those associated with common business courtesies of a nominal value of \$50.00 or less.

- Accept food, transportation, or entertainment unless directly related to United Way of Central Illinois business. Entertainment and meals offered or received by employees and volunteers as part of a legitimate business activity are not included in the \$50.00 gift limit.
- Use United Way of Central Illinois resources for personal gain.

OUTSIDE EMPLOYMENT AND OTHER ACTIVITIES

Employees ensure that outside employment and other activities do not interfere with their responsibilities within United Way of Central Illinois and do not adversely affect United Way of Central Illinois. An employee is encouraged to inform his or her supervisor of any significant outside activities.

CONFIDENTIAL INFORMATION

Confidentiality is a hallmark of professionalism. Each United Way of Central Illinois employee and volunteer:

- Ensures that all information which is confidential or privileged or which is not publicly available is not disclosed inappropriately.
- Ensures that all non-public information regarding other persons or firms acquired by United Way of Central Illinois personnel and volunteers in dealing with outside firms on behalf of United Way of Central Illinois is treated as confidential and not disclosed.

LOBBYING AND POLITICAL ACTIVITY

Lobbying by charitable organizations is subject to a number of restrictions under 501(c)3 and 501(h), among other provisions of the Internal Revenue Code.

Each United Way of Central Illinois employee and volunteer will refrain from any lobbying or political activity in which that employee or volunteer could reasonably appear to be representing the United Way of Central Illinois.

ETHICS OFFICER / REPORTING VIOLATIONS

The United Way of Central Illinois' President and Chief Professional Officer shall be designated as the organization's Ethics Officer. The Ethics Officer shall:

- Help the board implement and realize the values and standards articulated in the code of ethics.
- Make available the organization's code of ethics to United Way of Central Illinois employees, volunteers and the general public.
- Review annually the code of ethics with United Way of Central Illinois employees and volunteers and maintain record of signed code of ethics certificates for employees and board members.

United Way of Central Illinois employees and volunteers are obligated to report violations of the code of ethics. Violations may be reported to a direct supervisor, the president or the chairperson of the board of directors.

