

**United Way of Becker County
Code of Ethics and Conduct
Whistleblower Policy**

Updated August 12, 2009



Of Becker County

Introduction

The success of the United Way of Becker County depends on the ethical conduct of everyone affiliated with the organization. United Way of Becker County, therefore, has issued a set of policies to implement: Code of Ethics and Conduct and Whistleblower Policy.

The Code contains basic information about our philosophy and policies. While this document may not anticipate all of the challenges that may arise, the Code does communicate key guidelines that will assist United Way of Becker County staff, volunteers and representatives in making ethical decisions. In so doing we will maintain the unique trust people have in our organization.

Who must follow the United Way of Becker County Code of Ethics and Conduct and Whistleblower Policy?

- United Way of Becker County employees
- United Way Board of Directors
- Individuals serving as volunteers of the organization
- Individuals serving as representatives of the organization, such as consultants, agents or independent contractors

Responsibilities

United Way of Becker County staff, volunteers and representatives must follow these basic obligations common to all policies:

- Read and understand Policies
- Promptly raise any concern you or others have about possible violations of the Code Provisions.
- Cooperate fully in any investigation into concerns about unethical behavior.
- Understand United Way of Becker County prohibits any form of retaliation or adverse action against anyone raising or helping to resolve an ethical question.

Introduction (con't)

Noncompliance

Individuals who violate these policies are subject to disciplinary action up to and including termination of employment, termination of volunteer participation, cancellation of representative contracts.

Commitment

United Way of Becker County staff, volunteers, and representatives are asked to acknowledge their commitment to the Code of Ethics and Conduct and Whistleblower Policy with their signature on the Code of Ethics Certification page.

Core Values

Vision and Mission

The **Vision** of United Way of Becker County is to help people fulfill their potential and improve lives in our community by informing, advocating, convening and facilitating human services.

The **Mission** of the United Way of Becker County is to be the steward of a voluntary community process that creates lasting change that improves people's lives by mobilizing the caring power of Becker County.

United Way of Becker County's role as a leader in the health and human services sector requires all persons involved with United Way of Becker County to assume responsibility of maintaining the public's trust. To fulfill this obligation to the community and ourselves, our Core Values provide the foundation on which we base our actions and decisions.

Integrity

We act in a manner that is responsible and that inspires the highest level of trust among our stakeholders. We act with the highest level of accountability, we provide fair, accurate and honest disclosure of information, and we treat all individuals in a fair and responsible manner.

Inclusiveness

We embrace diversity. We understand that United Way of Becker County is strong as an organization and central to our community because of the respect, dignity, and value we give to all individuals, and because we aspire to involve people from all segments of our community in every aspect of our work.

Teamwork and Communication

We believe we achieve far more as a team than as individuals. We believe building trust among each other produces the best results. We believe that when we promote and practice effective communication we will build an even stronger team that will make a difference in our community and the people we serve.

Volunteerism

We exist as an organization and have the greatest community impact because of our spirit of volunteerism. We encourage and invite stakeholders to participate in philanthropic activities by their donation of time and money. We consider the development of volunteer leadership a critical component of service to our community.

Impact

We make a positive difference and have measurable impact on challenges facing our local community. As stewards of community resources, we are accountable for our work and sustainable results. Through our collaborative efforts, we make a difference to our community and the people we serve.

Community Leadership

We are the leader in community building activities, effecting positive change. We are a successful convener and collaborator, bringing together and working with the community to accomplish common goals. We provide the leadership to impact each individual's innate desire

Professional Excellence

United Way of Becker County is committed to the highest standard of ethical conduct. The unique trust, given to us by the public gives us a special obligation to ensure this ethical conduct.

Conflict of Interest

Core Principle: As United Way of Becker County staff, volunteers and representatives, we must not engage in activities that create actual, apparent, or potential conflicts of interest.

Intent: To avoid the appearance of actual, apparent, or potential conflicts of interest, which could undermine the public's trust in the organization.

Guidelines:

- Relationships must be disclosed between:
 1. volunteers and employees
 2. between volunteers and employees of any other agency or nonprofit organization.
 3. Relationships between volunteers and employees of any service, professional, or business enterprise, which is a supplier or vendor of goods and services to United Way of Becker County must be disclosed.

* Disclosure is only required for blood, marriage, or adoption relationships

Personal and Professional Integrity

Core Principle: As United Way of Becker County staff, volunteers and representatives, we must maintain a commitment to the highest standards of personal and professional conduct.

Intent: To establish the highest standards of personal and professional conduct to maintain respect and credibility within the community and among our stakeholders.

Guidelines:

- Seek out truth and avoid misrepresentation.
- Ensure fairness and objectivity in all activities.
- Be respectful and fair to all those with whom you come into contact.
- Organizational resources shall not be used for non-United Way of Becker County purposes or for personal gain.
- Ensure equal opportunity in all aspects of our work.

Accountability

Core Principle: As United Way of Becker County staff, volunteers and representatives, we are responsible to uphold the trust given to us by the community and among our stakeholders.

Intent: To ensure there is full, fair and accurate disclosure of organizational activities and to perform duties and responsibilities in the best interest of the organization and the community.

Guidelines:

- Ensure the appropriate use of organizational resources
- Ensure that information provided is accurate and truthful.
- Assure access to information legally defined as public information.
- Ensure compliance with applicable laws and regulations.
- Make full and fair reports available to donors and public about how dollars are spent.
- Ensure appropriate management policies and procedures are in place.

Privacy/Confidentiality

Core Principle: As United Way of Becker County staff, volunteers and representatives, we must consider and protect the privacy of our stakeholders in the acquisition and dissemination of information.

Intent: To maintain the privacy and confidentiality of individual information in the performance of our duties and responsibilities.

Guidelines:

- Respect the privacy and confidentiality of individual information.
- Ensure that all confidential information is handled, stored and disposed of as required by United Way of Becker County policy.
- Do not disclose confidential information to anyone who does not have a need to know, unless prior written consent has been obtained or is required by law.

Voluntary Giving

Core Principle: As United Way of Becker County staff, volunteers, and representatives, we understand and agree that the most responsive contributors are those that are educated, informed and involved in the organization's activities.

Intent: To uphold the highest standards in soliciting gifts and to avoid any semblance of pressure or coercion to give, whether real, implied or perceived.

Guidelines:

- Be respectful of donor or prospective donor
- Will not use any manner of coercion.
- Ensure promotional materials are truthful and accurate.
- Honor request for information about organization.
- Honor donor requests to remain anonymous and/or to curtail repeated mailings or solicitations.

Diversity and Equal Opportunity

Core Principle: As United Way of Becker County staff, volunteers, and representatives, we are responsible for promoting and fostering diversity and equal opportunity in all our endeavors.

Intent: To create and sustain an environment that encourages all individuals to reach their fullest potential in a positive and productive manner.

Guidelines:

- Value, champion and embrace diversity and inclusiveness in all aspects of United Way of Becker County activities.
- Respect others without regard to race, color, religious belief, age, sex, national origin or ancestry, marital status, veteran status, sexual orientation, disability, or other characteristic, including those protected by law.
- Treat people with dignity, respect and compassion.
- Foster a trusting work environment free of harassment, intimidation, and unlawful discrimination.

Political Contributions/Activity

Core Principle: As United Way of Becker County staff, volunteers, and representatives, we encourage and embrace individual participation in civic affairs. However, United Way of Becker County, as a charitable organization, may not make contributions to any candidate for public office or political committee and may not intervene in any political campaign on behalf of or in opposition to any candidate for public office.

Intent: To ensure that no substantial part of the organization's activities is directed toward attempting to influence legislation.

Guidelines:

- Refrain from making any contributions to any candidate for public office or political committee on behalf of United Way of Becker County.
- Refrain from using your organizational authority to coerce or attempt to command or advise an employee to contribute anything of value for political purposes.

Personal Gain

Core Principle: As United Way of Becker County staff, volunteers and representatives, no activity, contract or program will be conducted for personal gain.

Intent: Ensure all organizational resources are not used for personal gain, personal interest or non- United Way of Becker County purposes

Guidelines:

- Decline any gratuity or favor in performing duties on behalf of United Way of Becker County, other than gifts of nominal value (less than \$25)
- Accept food, transportation or entertainment only when directly related to United Way of Becker County business and there is no appearance of influence or conflict of interest.

Whistleblower Policy

Responsibility to Report Known or Suspected Violations

It is the responsibility of all staff, volunteers and representatives to comply with the Code of Ethics and Conduct and to report violations or suspected violations in accordance with this Whistleblower Policy. This Whistleblower Policy is intended to encourage and enable staff, volunteers and representatives to raise serious concerns within the Organization.

No Retaliation Statement

No staff member, volunteer or representative who in good faith reports a violation of the Code of Ethics and Conduct shall suffer harassment, retaliation or adverse employment and/or service consequence. Anyone who retaliates against someone who has reported a violation in good faith is subject to discipline action up to and including termination of employment or service.

How to Report Violations

The Code of Ethics and Conduct and Whistleblower Policy addresses United Way of Becker County's open door policy and suggests that staff, volunteers and representatives share their questions, concerns, suggestions or complaints with someone who can address them. A complaint can be filed with the Executive Director, Chairperson of the board or any board member.

What Happens After a Violation is Reported

The Executive Director is required to report all violations, complaints and allegations to the Board of Directors which will help determine if the matter should be referred to a Executive Committee to be dealt with or be handled by the Executive Director. The Executive Director is responsible for investigating and resolving all complaints and allegations of violations of the Code of Ethics and Conduct and Whistleblower Policy.

If the Executive Director is named in the report, the Chairman of the Board of Directors will perform all the duties the Executive Director would otherwise have performed in a review and investigation.

Whistleblower Policy (con't)

If the complaint was not made anonymously, the Executive Director will acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action taken as determined by the investigation and as stated in a written report.

Accounting and Auditing Matters

The Executive Committee of the Board of Directors shall address all complaints and allegations regarding accounting and financial impropriety and misuse of the organization's resources. The Executive Director is responsible for immediately notifying the Executive Committee of any such complaint and shall work with the Committee to resolve the matter. If the Executive Director is named in the complaint/allegation the Chairman of the Board of Directors will perform all the duties the Executive Director would have performed in a review and investigation.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code of Ethics and Conduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that are proven to be unsubstantiated and/or were proven to have been made maliciously or were knowingly false will be viewed as a serious offense requiring disciplinary action up to and including termination of employment or service.

Code of Ethics and Whistleblower Certification

I acknowledge that I have received and read my personal copy of the United Way of Becker County Code of Ethics and Conduct and Whistleblower Policy. I understand that each United Way of Becker County employee, volunteer, and representative is responsible for adhering to the principles and standards of the Code. I confirm that I have and will continue to conduct myself in accordance with the principles and standards of the Code.

Print Name: _____

Position: _____

Signature: _____

Date: _____

Please detach and return this form to:
United Way of Becker County
PO Box 348
Detroit Lakes MN 56501



Of Becker County