



## United Way of Pennsylvania

### Code of Ethics

United Way of Pennsylvania (UWP) is committed to the highest ethical standards. Indeed, based on the unique trust placed in UWP to serve the public good, we have a special obligation to act ethically.

The success of the United Way system and our reputation depend upon the ethical conduct of everyone affiliated with the UWP. Volunteers, staff, and representatives set an example for each other, and for member United Way organizations, by their pursuit of excellence in high standards of performance, professionalism, and ethical conduct.

We are mindful that our core values must be clearly articulated, communicated and continuously reinforced. In addition, more detailed policies, guidelines, explanations, definitions and examples are often needed to bring these values into actual practice. While no document can anticipate all of the challenges that may arise, the Code communicates key guidelines and will assist UWP volunteers, staff and representatives in making good decisions that are ethical and in accordance with applicable requirements.

1. **PERSONAL AND PROFESSIONAL INTEGRITY:** A personal commitment to integrity in all circumstances benefits each individual as well as the organization. We therefore:
  - Strive to meet the highest standards of performance, quality, service and achievement in working towards the UWP mission as stated below:
    1. Assisting and championing local United Ways
    2. Working on our UWP-Board designated agenda, and
    3. Providing leadership on issues critical to local United Ways.
  - Communicate honestly and openly and avoid misrepresentation.
  - Promote a working environment where honesty, open communication and a diversity of opinions are valued.
  - Exhibit respect and fairness toward all those with whom we come into contact.
  
2. **ACCOUNTABILITY:** UWP is responsible to its stakeholders, which include State Employee Combined Appeal (SECA) member agencies, donors and others who have placed faith in UWP. To uphold this trust, we:

- Promote good stewardship of UWP resources, contributions that are used to pay operating expenses, salaries, and employee benefits, administration and fundraising costs.
  - Ensure that travel, entertainment and related expenses are incurred on a basis consistent with the mission of UWP and not for personal gain or interests.
  - Refrain from using organizational resources for non-UWP purposes.
  - Observe and comply with all laws and regulations affecting UWP.
3. **SOLICITATIONS AND VOLUNTARY GIVING:** The most responsive contributors are those who have the opportunity to become informed and involved. We therefore:
- Promote voluntary giving in dealing with donors and vendors.
  - Refrain from any use of coercion in fundraising activities, including predicating professional advancement on response to solicitations.
4. **DIVERSITY AND EQUAL OPPORTUNITY:** UWP is an equal opportunity employer and is committed to the principle of diversity. We therefore:
- Value, champion, and embrace diversity in all aspects of UWP activities and respect others 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 affirmative action and equal employment opportunity programs throughout UWP.
  - Refuse to engage in or tolerate any other form of discrimination or harassment.
5. **CONFLICTS OF INTEREST:** To avoid any conflict of interest or the appearance of a conflict of interest which could tarnish the reputation of UWP as well as undermine the public's trust in all United Way organizations, UWP staff and representatives will:
- Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of UWP.
  - Ensure that outside employment and other activities do not adversely affect the performance of their UWP duties or the achievement of UWP's mission.
  - Decline any gift, gratuity, or favor in the performance of UWP duties except for promotional items of nominal value, and any food, transportation, lodging or entertainment unless directly related to UWP business.
  - Refrain from influencing the selection of staff, consultants or vendors who are relatives or personal friends or affiliated with, employ or employed by a person with whom they have a relationship that adversely affects the appearance of impartiality.

UWP volunteers:

- Should not knowingly take any action, or make any statement, intended to influence the conduct of UWP in such a way to confer any financial benefit on 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 matter before the Board of Directors, if they are Board members, or any committee upon which they serve and withdraw from the meeting room during any discussion, review and voting in connection with such matter.

**6. CONFIDENTIALITY AND PRIVACY:** Confidentiality is a hallmark of professionalism. We therefore:

- Ensure that all information, which is confidential, privileged or nonpublic, is not disclosed inappropriately.
- Respect the privacy rights of all individuals in the performance of their UWP duties.

**7. POLITICAL CONTRIBUTIONS:** As a charitable corporation, UWP is prohibited from making contributions to any candidate for public office or to any political committee. We therefore:

- Refrain from making any contributions to any candidate for public office or political committee on behalf of UWP including the use of UWP facilities for political campaign activities.
- Refrain from making any contributions to any candidate for public office or political committee in a manner that may create the appearance that the contribution is on behalf of UWP.

**8. GUIDANCE AND DISCLOSURE**

Volunteers, staff, and representatives are encouraged to seek guidance from the President or Board Executive Committee concerning the interpretation or application of this Code of Ethics. Any known or possible breaches of the Code of Ethics should be disclosed. Staff and representatives should contact a supervisor. Volunteers should contact the President or a member of the Board Executive Committee. Reports of possible breaches will be handled in the following manner:

- All reports of possible breaches will be treated in confidence as much as the organization's duty to investigate and the law allow. If confidentiality cannot be maintained, the individual disclosing the possible breach will be notified.
- All reported breaches will be investigated and, if needed, appropriate action taken based upon the policies of the organization.
- Retaliation against a person who suspects and reports a Breach in good faith will be treated as an independent breach of the Code.
- UWP affirms prompt and fair resolution of all reported breaches.

**I certify that I have read the United Way of Pennsylvania Code of Ethics and agree to abide by the guidelines outlined therein.**

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**Name**

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**Date**

**Please return the signed form to:  
Lois Neumayer, Assistant to the President  
United Way of Pennsylvania  
909 Green Street  
Harrisburg, PA 17102**

**Please keep a copy for your records.**