



Code of Ethics

Introduction

United Way of Story County (UWSC) is committed to the highest ethical standards. Based on the unique trust placed in UWSC to improve lives of the people who live and work in Story County, we have a particular obligation to act ethically and responsibly.

Our reputation and the success of our efforts at UWSC depend upon the ethical conduct of everyone affiliated with UWSC. UWSC volunteers, staff and other representatives set an example for each other, for UWSC partner agencies and for other community partners through their high standards of performance, professionalism and ethical conduct.

This UWSC Code of Ethics, developed by UWSC staff and volunteers and approved by our Board of Directors, is based on our mission and guided by our fundamental values. Its goal is to assist UWSC volunteers, staff and other representatives in making ethical decisions as they carry out their UWSC-related responsibilities.

Vision and Mission Statements

United Way of Story County Vision: To improve the quality of life in our community for individuals and families.

United Way of Story County Mission: United Way of Story County is a strategic leader in building countywide partnerships to identify needs and to develop, support and evaluate effective human services, especially in the areas of education, income and health, for our diverse community.

Core Values

1. Compassion for:

- The individuals and families living or working in Story County whose lives can be improved if their human service needs can be met
- The dignity of these individuals and families as they access programs that will meet their needs

2. Commitment to:

- Making the Story County community the strongest it can be for the individuals and families who live or work here
- Ensuring that individuals and families are aware of available programs that will meet their needs and know how to access them
- Educating UWSC staff, Board, volunteers, partner agencies and other community partners on the most pressing human service needs in Story County and working with all of our partners on how we can most effectively address those needs
- Providing our committed volunteers with the education, information and resources they need to help us accomplish our mission
- Creating a positive and stimulating work environment for UWSC staff that inspires commitment to the UWSC mission, encourages learning and recognizes the importance of balanced lives
- Leading the community in its awareness of social needs and how to assist in addressing them

3. Inclusiveness by:

- Not discriminating against UWSC clients, volunteers or employees on the basis of race, color, creed, national origin, age, disability, gender, religion, sexual orientation, or any other factor protected by any applicable laws

- Requiring UWSC partner agency programs and other programs funded by UWSC not to exclude any person who seeks services from receiving any service based on his or her race, color, creed, national origin, age, disability, gender, religion, sexual orientation, or any other factor protected by any applicable laws
- Requiring UWSC partner agencies to follow Federal, state, and local nondiscrimination laws and encouraging diversity in the selection of staff, Board members and other volunteers

4. Accountability to:

- Individual and corporate donors to the UWSC annual campaign, Endowment and other fundraising efforts, inspiring their trust that their contributions are being utilized in the most efficient and fiscally responsible way to help us accomplish our mission
- Partner agencies and other community partners, assuring them that allocations decisions are based on research, thoughtful discussion, fair considerations and commitment to the UWSC mission
- General public, providing appropriate financial and allocations information as needed and instilling public confidence and trust

5. Integrity in:

- Professional handling of all confidential information, respecting and protecting the privacy of donors and program recipients
- Avoidance of use of UWSC assets on non-UWSC business
- Avoidance of contributions to any candidate for public office or political committee on behalf of UWSC, though we do respect the importance of individual participation in public affairs
- Avoidance of any conflict of interest or appearance of a conflict of interest by a UWSC employee, volunteer or other representative of UWSC
- Promotion of voluntary giving in dealing with donors and avoidance of any use of coercion in fundraising activities
- Adherence to all applicable laws and regulations and to UWSC bylaws and policies and procedures
- Assurance of responsible and knowledgeable governance by a volunteer Board of Directors

Expectations, Guidance and Disclosure

UWSC expects that all employees, volunteers (Directors; program volunteers; committee members; annual, Endowment and other campaign participants) and others representing our organization share these core organizational values and will utilize them as they strive to meet the highest standards of performance, quality, service and achievement in working toward the UWSC mission.

Employees, staff and other representatives are encouraged to seek guidance from the UWSC President and CEO or UWSC Board Chair concerning the interpretation or application of this Code of Ethics.

Any known or possible breaches should be disclosed in the following manner:

- Reports should be made to the UWSC President and CEO or to the UWSC Board Chair
- All reports of possible breaches shall 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 shall be notified.
- All reported breaches shall be investigated and, if needed, appropriate action taken based upon UWSC Board Policies.
- Retaliation against a person who suspects and reports a possible breach in good faith shall be treated as an independent breach of the Code.
- UWSC affirms prompt and fair resolution of all reported breaches.

I agree by my signature below that I have read the United Way of Story County Code of Ethics and understand it and will abide by the terms and conditions as stated herein.

Date _____ Signature _____