

UNITED WAY OF THE COASTAL BEND CODE OF ETHICS AND DISCLOSURE AFFIDAVIT

United Way of the Coastal Bend is synonymous with charitable service. The general public associates the UWCB name with worthy causes throughout the region. As stewards of the community's trust and charitable contributions, UWCB has a unique role as a leader in local philanthropy.

It is the policy of the United Way of the Coastal Bend to comply with all laws governing its operations and to conduct its affairs in keeping with the highest moral, legal and ethical practices.

This Code expresses our fundamental values and serves as a guideline for employees and volunteer leadership. It is intended to foster an environment that promotes ethical conduct in carrying out our varied responsibilities. No document can anticipate all challenges that may arise. Thus, additional policies and procedures are documented in the UWCB Bylaws, Employee Handbook and other policies adopted by the UWCB Board of Directors.

Personal and Professional Integrity

A personal commitment to integrity in all circumstances benefits each individual as well as the organization. To this end, UWCB employees and volunteer leadership:

- Respect and seek out the truth and avoid misrepresentation.
- Ensure fairness and objectivity in all activities.
- Promote an environment where honesty, open communication and all opinions are valued.
- Ensure that all information which is confidential and privileged is disclosed only as intended.
- Embrace diversity and equal opportunity in all aspects of our work.
- Promote public confidence in philanthropic institutions.

Professional Excellence

UWCB executive management and volunteer leaders promote professional excellence and encourage open and honest communication among all employees to create an atmosphere conducive to personal growth and career development.

Accountability and Efficiency

UWCB has responsibilities to its customers, which include donors, various community partners with whom we have a funding and/or a collaborative partnership, and the community in general. These customers place faith in UWCB. To uphold that trust, UWCB:

- Makes full and fair disclosure of all relevant information to contributors who have a right to know how their dollars are spent.

- Spends contributed funds wisely, effectively and efficiently.
- Places a high priority on evaluating and funding programs that achieve impact in the community and on clients served.
- Is a good steward of contributions, grants and other resources.
- Will refrain from allowing expenditures of UWCB funds that, by their nature or amounts, do not directly advance the UWCB mission.
- Will maintain membership in “good standing” in United Way Worldwide, adhering to all pertinent membership criteria.

Solicitation and Voluntary Giving

The most responsive contributors are those who have an opportunity to become informed and involved. UWCB:

- Believes that giving is a personal matter and whether a person gives and how much a person chooses to give is up to that individual.
- Believes that no form of coercion is acceptable, particularly any that includes any stated or implied effect on personal employment status.

Volunteers

Volunteers who serve UWCB through its Board of Directors and committee structures are crucial to the success of UWCB. UWCB employees and volunteer leadership will:

- Support volunteers so they can perform to the highest level of their contribution and personal satisfaction.
- Treat all volunteers with fairness, equity and respect, providing appropriate mechanisms for their interests and views to be expressed.
- Involve volunteers at appropriate levels and phases in decision-making processes.
- Develop an understanding of the roles of volunteers and staff, respectively, and appropriately recognize volunteers for their contributions and efforts.
- Review the Code of Ethics and other policies to insure that they adhere to the spirit of the Code when making policy or otherwise managing the affairs of the organization.

Conflict of Interest

Volunteers and employees represent United Way of the Coastal Bend and set examples through their ethical conduct and professionalism. As such, employees and volunteer leadership:

- Will not take any action or make any statement intended to influence the conduct of United Way of the Coastal Bend in such a way as to confer financial benefit on such volunteers or employees, their immediate family members, or any corporation in which they or their family members have a significant interest as stockholders, directors or officers.

- Disclose all known conflicts or potential conflicts of interest in any matter coming before the Board of Directors in accordance with the Conflict of Interest policies and procedures of the United Way of the Coastal Bend.

Political Contributions

UWCB encourages individual participation in civic affairs. Yet, as a charitable organization, UWCB:

- May not make contributions to any candidate for public office or political committee.
- May not intervene in any political campaign on behalf of or in opposition to any candidate for public office.
- May not use any organizational financial resources, facilities or personnel to endorse or oppose a candidate for public office.

Confidentiality

The UWCB is an organization to which many matters of confidential nature are entrusted. Confidential information includes, but is not limited to the sources and amounts of individual and corporate contributions, contributor lists and contact information, volunteer lists and personal information related to volunteers as well as information gathered through the agency program and stewardship review processes. UWCB employees and volunteer leadership:

- Ensure that all information that is confidential, privileged, or not publicly available is not disclosed inappropriately.
- Ensure that non-public information regarding other persons or firms, which is acquired by UWCB personnel in dealing with outside parties on behalf of UWCB is treated as confidential.

Administration

Responsibility for the education of volunteers and staff, consistent administration of the principles contained in this Code of Ethics reside with the Chair of the Board of Directors and the President of UWCB. The President will inform the Chair of the Board of Directors of any situation in conflict with the Code of Ethics and plans for corrective action.

Any known or possible breaches of the Code of Ethics should be disclosed. Disclosure by volunteers should first be discussed with the Chair of the Board of Directors and President of UWCB. To pursue a formal concern regarding a potential violation of the Code of Ethics, details must be in writing. Confidentiality will be maintained whenever possible. All reported breaches will be investigated and, if needed, appropriate action taken in a prompt and fair manner based upon the policies of the UWCB.

All members of the Board of Directors and other committees as may be determined will be provided with a copy of the Code of Ethics and will be expected to abide by its principles. Members of the Board of Directors and other committees as may be

determined will be required to complete an affirmation and disclosure statement attesting that they have read the Code of Ethics and agree with its provisions.

Reporting Responsibility

It is the responsibility of all directors to comply with the Code of Ethics and to report violations or suspected violations in accordance with UWCB policy guidelines.

No Retaliation

No director, officer or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employee consequence.

Accounting and Auditing Matters

The Finance Committee of the Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls and auditing. The Chair of the Board of Directors and President shall immediately notify the Finance Committee of any such complaint and work with the committee until the matter is resolved.

Disclosure

All members of the Board of Directors and other committees as may be determined will be provided with a copy of the Code of Ethics and will be expected to abide by its principles. Members of the Board of Directors and other committees as may be determined will be required to complete an affirmation and disclosure statement attesting that they have read the Code of Ethics and agree with its provisions.

**United Way of the Coastal Bend
Code of Ethics & Conflict of Interest
Affirmation and Disclosure Statement
For Volunteers**

This certifies that I have read and understand the Code of Ethics & Conflict of Interest policies of the United Way of the Coastal Bend and subscribe to the guidelines contained therein.

I agree to comply with all laws governing the operations of the United Way of the Coastal Bend and to conduct its affairs in keeping with the highest moral, legal and ethical practices.

I have disclosed below all financial (stockholder, employee) or other relationships (director, officer) with suppliers, partner agencies or competitors of the United Way that I am aware of in which I or a close relative are involved.

Print Name

Signature

Date

Disclosure

Organization

Relationship
