

## VOLUNTEER CODE OF ETHICS AND BUSINESS CONDUCT

United Way of Northwest Arkansas (UWNWA) places the highest priority on its relationship with the community and depends on volunteers in every aspect of our work. Volunteers are the leaders of our community, the cornerstone of our organization, and the foundation upon which we strive to fulfill our mission, “uniting our community to empower people and improve lives.”

The UWNWA’s Board of Directors and employees should set an example for other nonprofit organizations by their high standards of performance, professionalism, volunteerism, charitable activities, and ethical conduct. Based on the unique trust placed in United Way to serve the public good, we have a special obligation to act ethically.

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

This Code of Ethics and Business Conduct (Code) is the policy of the United Way of Northwest Arkansas and expresses fundamental values. Accordingly, this Code guides the conduct of all employees, volunteers, and representatives of UNNWA, and is intended to foster an environment that promotes ethical conduct in carrying out their responsibilities.

While no document can anticipate all of the challenges that may arise, the Code communicates key guidelines and will assist United Way volunteers in making good decisions that are ethical and in accordance with applicable legal requirements. All are encouraged to discuss any questions or concerns they have with the UWNWA President or Board Chair.

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 United Way mission.
  - Communicate honestly and openly to avoid misrepresentation.
  - Promote an environment where honesty, open communication and minority opinions are valued.
  - Exhibit respect and fairness toward all those with whom we come into contact.
2. **ACCOUNTABILITY:** United Way is responsible to its stakeholders, which include partner United Way organizations, contributors and others who have placed faith in United Way. To uphold this trust we:
  - Promote good stewardship of United Way resources, including grants and other contributions.
  - Shall not use organizational resources for non-United Way purposes.
  - Observe and comply with all laws and regulations affecting United Way.

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.
  - Shall not use any form of coercion in fundraising activities, including predicated professional advancement or other favors in response to solicitations.
  
4. **DIVERSITY AND EQUAL OPPORTUNITY:** United Way is an equal opportunity employer and is committed to the principle of diversity. We therefore:
  - Value, champion, and embrace diversity in all aspects of United Way activities and respect others without regard to age, race, color, ancestry, country of origin, disability, ethnicity, marital status, familial status, veteran status, gender, religion, sexual orientation or gender identity.
  - Support equal employment opportunity programs throughout United Way and affiliated organizations.
  - 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 United Way and undermine the public's trust in all United Way organizations, United Way volunteers:
  - Should not knowingly take any action, or make any statement, intended to influence the conduct of United Way 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 as appropriate from any discussion, review or vote in connection with such matter.
  - Disclose if you hold a position that requires all official communications with you become a matter of public record.
  - Shall annually file with the President a disclosure of all known potential conflicts of interest.
  
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 United Way duties.
  
7. **POLITICAL CONTRIBUTIONS:** As a charitable corporation, United Way is prohibited from making contributions to any candidate for public office or to any political committee. We therefore:
  - Shall not make any contribution to any candidate for public office or political committee on behalf of United Way, including the use of United Way facilities or distribution lists for political campaign activities.
  - Shall not make any contribution to any candidate for public office or political committee in a manner that may create the appearance that the contribution is on behalf of United Way.

8. **NON-DISCRIMINATION AND HARASSMENT POLICY:** United Way is committed to maintaining an environment free of harassment and discrimination on the basis of race, color, religion, gender, sex, national origin, age, marital status, sexual orientation or disability. We therefore:
- Shall not tolerate harassment or discrimination of employees or volunteers by employees, volunteers, donors, vendors, suppliers or anyone else.
  - Shall commit to promptly and thoroughly investigating all complaints in a confidential manner. If it is determined that harassment has occurred, immediate and appropriate action will be taken.

#### **GUIDANCE AND DISCLOSURE**

Volunteers are encouraged to seek guidance from the United Way President or Board Chair concerning the interpretation or application of this Code of Ethics and Business Conduct. Any known or possible breaches of the Code should be disclosed to the President or Board Chair. Reports of possible breaches will be handled in the following manner:

- All reports of possible breaches to the United Way President or Board Chair will be treated in confidence to the extent allowed by the organization's investigation or by applicable law. It is expressly understood by the volunteers, however, that confidential treatment of disclosures shall not be, in any way, an obligation of United Way to any volunteer and that United Way shall have no responsibility whatsoever to any Volunteer for inadvertent disclosures or disclosures required by the organization's investigation or applicable law. If confidentiality cannot or should not be maintained, the individual disclosing the possible breach will be notified.
- All reported breaches will be investigated and, if needed, appropriate action including, but not limited to dismissal, shall be taken by the United Way President or Board Chair 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.
- United Way shall apply its reasonable efforts to the prompt and fair resolution of all reported breaches.

#### **BENEFIT AND ENFORCEABILITY OF CODE**

This Code is for the sole and exclusive benefit of United Way of Northwest Arkansas, who shall have the exclusive right, in its sole discretion, to enforce any of the provisions of the Code. No individual or entity shall have any rights as a result of the provisions of the Code. The United Way of Northwest Arkansas' Board of Directors may change this Code at any time. The United Way of Northwest Arkansas Board of Directors may, in its sole discretion, delegate its enforcement to its officers.

**ACKNOWLEDGEMENT**

**I have read and understand this Code of Ethics and Business Conduct. As a Volunteer of United Way of Northwest Arkansas, I agree to follow the ethical standards contained in this Code.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**DISCLOSURES**

**Please list any and all possible conflicts of interest as described in this Code. If you have any question as to whether or not something is a potential conflict of interest, please list it.**

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## CODE OF ETHICS AND BUSINESS CONDUCT GLOSSARY

**Candidate for Public Office:** An individual who offers herself or himself or is proposed by others as a contestant for an elected public office, whether such office is federal, state or local.

**Contribution, political:** Anything of value, including monetary and in-kind gifts, provided for the purpose of influencing the outcome of an election.

**Contributors:** All individuals and entities that make charitable or in-kind contributions to United Way.

**Immediate family members:** An individual's spouse, children, parents, siblings, and spouses of children and siblings.

**Nonpublic Information:** Any business, financial, or personal information, which is not publicly known or available.

**Political Committee:** Any party, committee, association, fund or other organization organized and operated primarily for accepting contributions to influence the selection, nomination, or election of any individual to any federal, state or local office.

**Privileged Information:** Information that is protected from involuntary disclosure by legally recognized privileges such as attorney-client, doctor-patient, and others.

**Promotional Items of Nominal Value:** Gifts used to promote an organization's name, products, or services that have a retail value of \$25 or less.

**Representatives:** Individuals who provide personal services to United Way as independent contractors, consultants or loaned executives.

**Staff:** All individuals, who provide services to United Way as employees or leased employees.

**Vendors:** Entities that provide goods and services to United Way for a fee.

**Volunteers:** All members of the United Way Board of Directors, Committee members, and all others who perform United Way duties without compensation for their time.