

**UNITED WAY OF GREATER BAYTOWN AREA & CHAMBERS COUNTY
CODE OF ETHICS**

**Adopted – May 17, 2005; Amended – September 18, 2007, June 21, 2011
Reviewed – May 21, 2013**

Introduction

The actions of any person associated with United Way of Greater Baytown Area & Chambers County, whether volunteer or employee can have either a positive or negative impact on the trust that is placed in both United Way of Greater Baytown Area & Chambers County and the United Way movement by the people, organizations and communities served. Those associated with United Way of Greater Baytown Area & Chambers County must carefully protect and nurture that trust. One important means of doing so is to ensure that all who participate in and constitute the United Way community have thoughtfully considered core ethical values and standards of United Way. United Way of America member agencies addressed this critical issue at the UWA 1999 annual meeting by adopting membership eligibility criteria that formally states each member will “adhere to a locally developed and adopted code of ethics for volunteers and employees, which includes provisions for ethical management, publicity, fundraising practices, and full and fair disclosure.”

Embracing the concept that the success and reputation of United Way of Greater Baytown Area & Chambers County and the United Way movement depends heavily upon the conduct of everyone affiliated with the local United Way, United Way of Greater Baytown Area & Chambers County is committed to high ethical standards. Volunteers and staff set an example for each other and for fellow member United Ways by their pursuit of excellence in high standards of performance, professionalism, and ethical conduct on behalf of United Way.

The Code of Ethics for United Way of Greater Baytown Area & Chambers County is designed to complement and to enhance our mission to develop, support and promote solutions designed to meet targeted community needs. Similarly, the Code is developed to complement and to support achievement of priorities as established by the United Way of Greater Baytown Area & Chambers County governing board: measure/evaluate results (including board, programs, and professional staff), increase visibility and broaden community understanding of United Way results (local effective marketing), broad engagement and utilization of volunteers, attract supporters/donors not currently engaged with United Way, and reflect the diversity of the area served. While no document can anticipate all challenges/issues that may arise, the Code communicates key guidelines and will assist United Way of Greater Baytown Area & Chambers County volunteers and staff in making decisions that are ethical and in accordance with applicable legal requirements. United Way of Greater Baytown Area & Chambers County encourages the bringing of questions or concerns to the attention of the Executive Director or Board President. The current Board President is designated as Official Ethics Officer for United Way of Greater

Baytown Area & Chambers County; alternative ethics contact is Mr. John Lefeber, attorney/mediator.

Definitions

Throughout this document, “employee” or “staff” means a person employed full time with United Way of Greater Baytown Area & Chambers County. “Volunteer” means a board member, the campaign chair, or a member of any current or future committee including, but not limited to, the following: allocations committee, Day of Caring steering committee, audits & 990s review committee, targeted community impact steering committee, leadership giving committee, events committee.

Code Provisions

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 toward the United Way of Greater Baytown Area & Chambers County mission.
- Communicate honestly and openly, avoiding misrepresentation.
- Promote a working environment where honesty, open communication and minority opinions are valued.
- Exhibit respect and fairness toward everyone with whom we interact.

ACCOUNTABILITY: United Way of Greater Baytown Area & Chambers County is responsible to its stakeholders, including donors, providers of programs/services, volunteers, and others who place faith in United Way. To uphold this trust we:

- Promote good stewardship of United Way of Greater Baytown Area & Chambers County resources.
- Refrain from using organizational resources for non-United Way purposes.
- Observe and comply with all laws and regulations affecting United Way of Baytown Area.

SOLICITATIONS AND VOLUNTARY GIVING: The most responsive supporters are those who have the opportunity to become informed and involved. We therefore:

- Promote voluntary giving in relationships with donors and vendors.
- Refrain from any use or suggestion of coercion in fundraising activities, including predicating professional advancement on response to solicitation.
- Promote/publicize United Way results/outcomes to encourage potential donors to support the United Way of Greater Baytown Area & Chambers County mission.

DIVERSITY AND EQUAL OPPORTUNITY: United Way of Greater Baytown Area & Chambers County is an equal opportunity employer and is committed to the principle of diversity. We therefore:

- Value diversity in all aspects of United Way 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 equal employment opportunity programs.
- Refuse to engage in or tolerate any other form of discrimination or harassment.

CONFLICTS OF INTEREST: To avoid any conflict of interest, or the appearance of a conflict of interest, which could harm the reputation of United Way of Greater Baytown Area & Chambers County or undermine the public's trust in the United Way movement, volunteers and staff of United Way of Greater Baytown Area & Chambers County:

- Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of United Way of Greater Baytown Area & Chambers County.
- Ensure that outside employment and other activities do not adversely reflect on United Way of Greater Baytown Area & Chambers County or the achievement of United Way of Greater Baytown Area & Chambers County's mission.
- Ensure that travel, entertainment and related expenses are incurred on a basis consistent with the mission of United Way of Greater Baytown Area & Chambers County and not for personal gain or interests.
- Decline any and all gifts, gratuities and favors in the performance of United Way of Greater Baytown Area & Chambers County duties, except for promotional items of nominal value, and decline any and all food, transportation, lodging and entertainment unless directly related to United Way of Greater Baytown Area & Chambers County business.
- Refrain from influencing the selection of staff, consultants or vendors who are relatives or personal friends or affiliated with or employed by a person with whom they have a relationship that adversely affects the appearance of impartiality.
- Refrain from engaging in business transactions with United Way of Greater Baytown Area & Chambers County in which there are, or appear to be, material conflicting interests.

United Way of Greater Baytown Area & Chambers County volunteers:

- Should not knowingly take any action, or make any statement, intended to influence the conduct of United Way of Greater Baytown Area & Chambers County in such a way to confer 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, or any committee upon which they serve involving United Way of Greater Baytown Area & Chambers County programs or services, and will withdraw as appropriate from the meeting room during discussion, review, and voting in connection with such committee or program/service.**
- **Shall file annually a signed and dated disclosure of all known potential conflicts of interest.**

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

- **Ensure that all information, which is confidential, privileged or nonpublic, is not disclosed.**
- **Respect the privacy rights of all individuals in the performance of their United Way of Greater Baytown Area & Chambers County duties.**

POLITICAL CONTRIBUTIONS: As a charitable corporation, United Way of Greater Baytown Area & Chambers County does not make contributions to any candidate for public office or to any political committee. The use of United Way of Greater Baytown Area & Chambers County facilities or equipment for political campaign activities is prohibited.

DISPUTES: Disputes will be handled through an ad hoc committee which will consist of not fewer than five (5) people selected by the Board President. Findings will be brought before the full Board of Directors for resolution.

GUIDANCE AND DISCLOSURE: Volunteers and staff are encouraged to seek guidance from the Board of Directors and Chief Professional Officer (Executive Director) concerning the interpretation and application of this Code. Any known or possible breaches of the Code are expected to be disclosed. Staff should contact the Board President. Volunteers should contact the Chief Professional Officer, the Board President or a member of the Board of Directors who should then notify the Board President.

OFFICIAL CONTACTS: Contact information for Official Ethics Officer (current board president) and for the alternative ethics contact (Mr. John Lefeber) is posted in the United Way of Greater Baytown Area & Chambers County office, 5309 Decker Drive, Baytown, Texas, and on the United Way of Greater Baytown Area & Chambers County website, www.UnitedWayGBACC.org. Current board president: Mr. David Daspit, Texas First Bank, 819 Rollingbrook Dr., Baytown, TX 77521. Alternative contact: Mr. John Lefeber, 1209 Decker Dr., Suite 214, Baytown, TX 77520.

Reports of Possible Breaches

- **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 will be taken.**
- **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 of Greater Baytown Area & Chambers County affirms prompt and fair resolution of all reported breaches.**

SIGNATURE PAGE:

I _____, have read and understand the Code of Ethics which is the standard for United Way of Greater Baytown Area & Chambers County. The Code may be updated with the approval of the Board of Directors. It must be read and signed annually by the Executive Director and staff of United Way of Greater Baytown Area & Chambers County, the President and the entire Board of Directors, the campaign chair, and all volunteers serving on any current or future United Way of Greater Baytown Area & Chambers County committee including, but not limited to, the following: allocations committee, Day of Caring steering committee, audits & 990s review committee, targeted community impact steering committee, leadership giving committee, events committee.

Please list all committees, boards, or agencies on which you serve, along with any business relationships or personal relationships, that could potentially pose a conflict of interest with the United Way of Greater Baytown Area & Chambers County.

Signature

Printed Name

Date