

# CODE OF ETHICS

United Way of Volusia Flagler Counties, Inc. (UWVFC) is committed to the highest ethical standards. Indeed, based on the unique trust placed in UWVFC 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 UWVFC. 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 core values for any organization 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, this Code of Ethics communicates key guidelines and will assist UWVFC volunteers, staff and representatives 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 a supervisor or with the UWVFC Staff Ethics Officer. The following values apply at UWVFC:

## **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 UWVFC mission.
- Communicate honestly and openly and avoid misrepresentation.
- Promote a working 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**

UWVFC is responsible to its stakeholders, which include member UWVFC organizations, donors and others who have placed faith in UWVFC. To uphold this trust we:

- Promote good stewardship of UWVFC resources, including membership fees, grants and other contributions that are used to pay operating expenses, salaries, and employee benefits.
- Refrain from using organizational resources for non-UWVFC purposes.
- Observe and comply with all laws and regulations affecting UWVFC.

### **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**

UWVFC is an equal opportunity employer and is committed to the principle of diversity. We therefore:

- Value, champion, and embrace diversity in all aspects of UWVFC activities and respect others without regard to race, color, religion, creed, age, sex, national origin or ancestry.
- Support affirmative action and equal employment opportunity programs throughout UWVFC.
- Refuse to engage in or tolerate in any other form of discrimination or harassment of any of the protected classes outlined above.

### **5. CONFLICTS OF INTEREST**

The standard behavior at UWVFC is that all staff, volunteers, and board members scrupulously avoid conflicts of interest between the interests of the United Way on one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

I understand that the purposes of this policy are to protect the integrity of UWVFC's decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputations of volunteers, staff and board members.

To avoid any conflict of interest or the appearance of a conflict of interest which could tarnish the reputation of UWVFC as well as undermine the public's trust in all United Way organizations:

UWVFC Staff and Representatives:

- Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of UWVFC, including involvement with a current or potential UWVFC vendor, grantee, or competing organization unless disclosed to and not deemed to be inappropriate.
- Ensure that outside employment and other activities do not adversely affect the performance of their UWVFC duties or the achievement of UWVFC's mission.
- Ensure that travel, entertainment and related expenses are incurred on a basis consistent with the mission of UWVFC and not for personal gain or interests.

- Decline any gift, gratuity or favor in the performance of UWFVC duties except for promotional items of nominal value, and any food, transportation, lodging or entertainment unless directly related to UWFVC 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.

#### **UWFVC VOLUNTEERS:**

- Should not knowingly take any action, or make any statement, intended to influence the conduct of UWFVC 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 Governors, if they are Board members, or any committee upon which they serve. After disclosure, I understand that I will be permitted to participate in the discussion, but will not be permitted to vote on the question, and I have the option to leave the room for the vote if I so desire.
- Shall annually file a disclosure of all known potential conflicts of interest.

### **6. CONFIDENTIALITY AND PRIVACY**

Confidentiality is a hallmark of professionalism.

- The United Way of Volusia-Flagler County (UWFVC) requires that strict confidentiality be maintained with respect to all information obtained concerning the UWFVC, as well as the clients and others they serve.
- We therefore shall not disclose any information obtained in the course of our service to any third parties without prior written consent from the UWFVC. This includes but is not limited to information pertaining to financial status and operations such as budget information, donations of money or gifts in kind, salary information, and information pertaining to clients, staff or other volunteers.

### **7. POLITICAL CONTRIBUTIONS**

UWFVC encourages individual participation in civic affairs. However as a charitable organization, UWFVC may not make contributions to any candidate for public office or political committee and may not intervene in any political campaign on behalf of or in opposition to any candidate for public office. We therefore:

- Refrain from making any contributions to any candidate for public office or political committee on behalf of UWFVC.
- 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 UWFVC.
- Refrain from using any organizational financial resources, facilities or personnel to endorse or oppose a candidate for public office

- Clearly communicate that we are not acting on behalf of the organization, if identified as an official of UWVFC, while engaging in political activities in an individual capacity.
- Refrain from engaging in political activities in a manner that may create the appearance that such activity is by or on behalf of UWVFC.

**GUIDANCE AND DISCLOSURE**

Volunteers, staff, and representatives are encouraged to seek guidance concerning the interpretation or application of this Code of Ethics. Any known or possible breaches of the Code of Ethics should be disclosed. Staff should contact a supervisor. Volunteers should contact The Chairman of the Board of Directors.

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.
- UWVFC affirms prompt and fair resolution of all reported breaches.

I understand that this policy is meant to supplement good judgment, and I will respect its spirit as well as its wording.

**Signed by:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
 (Please Print) (Please Print)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Member Agency organizations with whom I have a relationship as of this date: (see next page for member agencies)

---



---



---



---

# United Way of Volusia-Flagler Counties

## 2021-2023 Funded Partner Agencies

### Education

The Early Learning Coalition of Flagler and Volusia Counties, Inc.  
Easterseals Northeast Central Florida  
Mid Florida Community Services – Head Start  
Flagler County Education Foundation  
Boys and Girls Club of Volusia/Flagler Counties  
Flagler County Education Foundation  
PACE Center for Girls Volusia-Flagler  
The House Next Door

### Financial Stability

SMA Healthcare  
Volusia Flagler Coalition for the Homeless  
Family Renew Community, Inc.  
The Neighborhood Center of West Volusia  
Flagler Cares  
Beacon Center (Domestic Abuse Council)

### Health

Council on Aging of Volusia County, Inc.  
Volusia Flagler Coalition for the Homeless  
Atlantic Center for the Arts  
Flagler Cares  
Presbyterian Counseling Center  
SMA Healthcare  
The House Next Door  
Family Life Center  
Healthy Start Coalition of Flagler and Volusia Counties