

## Titusville Area United Way Code of Ethics

Titusville Area United Way (TAUW) is committed to the highest standards. Indeed, based on the unique trust placed in TAUW to serve the public good, we have a special obligation to act ethically.

The success of the TAUW system and our reputation depend upon the ethical conduct of everyone affiliated with the TAUW. Volunteers, staff and representatives set an example for each other, and for member organizations, by their pursuit of excellence in high standards of performance, professionalism and ethical conduct.

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 TAUW mission.
  - Communicate honestly and openly and avoid misrepresentations.
  - 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:** TAUW is responsible to its stakeholders, which include member organizations, donors and others who have placed faith in TAUW. To uphold this trust we:
  - Promote good stewardship of TAUW resources, including donations, grants and other contributions that are used to pay member organization allocations, pay operating expenses, salaries and employee benefits.
  - Refrain from using organizational resources for non-TAUW purposes.
  - Observe and comply with all laws and regulations affecting TAUW.
  
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 predicated professional advancement on response to solicitations.
  
4. **Diversity and Equal Opportunity:** TAUW is an equal opportunity employer and is committed to the principle of diversity. We therefore:
  - Value, Champion, and embrace diversity in all aspects of TAUW 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 affirmative action and equal employment opportunity programs throughout TAUW.

- Refuse to engage in or tolerate in any other form of discrimination or harassment.
5. **Conflict of Interest:** To avoid any conflict of interest or the appearance of a conflict of interest which could tarnish the reputation of TAUW as well as undermine the public's trust in all United Way organizations, TAUW staff and representatives:
- Avoid any activity or outside interest, which conflicts or appears to conflict with the best interest of TAUW including involvement with a current or potential TAUW vendor, member agency, or competing organization unless disclosed.
  - Ensure that outside employment and other activities do not adversely affect the performance of their TAUW duties or the achievement of TAUW's mission.
  - Ensure that travel, entertainment and related expenses are incurred on a basis consistent with the mission of TAUW and not for personal gain or interests.
  - Decline any gift, gratuity, or favor in the performance of TAUW duties except for promotional items of nominal value, and any food, transportation, lodging or entertainment unless directly related to TAUW business.
  - Refrain from influencing the selection of staff, consultants or vendors who are relatives or personal friends or affiliated with, employ, or are employed by a person with whom they have a relationship that adversely affects the appearance of impartiality.
  - Should not knowingly take any action, or make any statement, intended to influence the conduct of TAUW 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.
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 TAUW duties.

Please sign and return to the Titusville Area United Way, PO Box 401, Titusville, PA 16354.

**I have read and understand the Titusville Area United Way Code of Ethics.**

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: (O) \_\_\_\_\_ (H) \_\_\_\_\_

Email: \_\_\_\_\_

### **Conflicts of Interest**

Please list any possible conflicts of interest.

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