

CODE OF ETHICS

UNITED WAY OF GREATER FALL RIVER, INC.

Adopted and Approved by the Board of Directors - February 21, 1997

Revised & Confirmed by the Board of Directors– May 24, 2006

Confirmed by the Board of Directors – May 18, 2018

United Way of Greater Fall River, Inc. (“UWGFR”) is synonymous with charitable service. The general public associates the United Way name with thousands of worthy causes all over the country. Indeed, for many people United Way is the primary way they meet their desire to help their fellow human beings.

UWGFR has a unique role as a local leader of philanthropy to benefit human services. The continued success of UWGFR depends upon the ethical conduct of the organization, its employees and representatives.

UWGFR employees set an example for other nonprofit organizations by their high standards of performance, professionalism, volunteer and charitable activities, helping of the less fortunate, and ethical conduct.

This Code of Ethics reflects and guides the conduct of all levels of the organization, its employees and its volunteers.

While no document can anticipate all of the challenges that may arise, this Code of Ethics communicates key guidelines and will assist UWGFR 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 the Chief Professional Officer.

PERSONAL INTEGRITY

A personal commitment to integrity in all circumstances benefits each individual as well as the organization. UWGFR employees:

- Respect and seek out the truth and avoid misrepresentation.
- Ensure fairness and objectivity in all activities.
- Set an example for high standards of professionalism.
- Honor the right of privacy of all people, including co-workers, contributors, and beneficiaries.
- Promote public confidence in philanthropic institutions.

PROFESSIONAL EXCELLENCE

As an employer, UWGFR promotes professional excellence and encourages open and honest communication among all employees to create an atmosphere conducive to personal growth and career development.

UWGFR Management:

- Encourages employee development, communicates with personnel to help them achieve their goals and increase their self esteem through job enrichment.
- Evaluates employees on a fair and consistent basis, so that all employees know what is expected of them and how they are progressing toward fulfilling expectations.
- Shows respect and empathy for employees, and is considerate while being mindful of managerial responsibilities.
- Regularly solicits, and respects, the opinions of subordinates.

UWGFR Employees:

- Strive to meet performance standards at the highest level.
- Refuse to engage in or tolerate any fraud, misuse, abuse or waste of UWGFR resources.
- Encourages growth and self improvement in themselves and their co-workers.
- Exhibit respect for co-workers and all those they come into contact with.
- Have the courage to face situations squarely and offer a minority opinion when necessary.
- Examine all alternatives with the understanding that the easiest action is not always in the best interest of the organization.
- Comply with all legal requirements concerning substance abuse.
- Comply with all other laws and regulations affecting the organization and their personal obligations.
- Discuss any questions concerning interpretations or compliance with the code with their manager, or other designated person.
- Encourage the reporting of violations and protect those who report them.

ACCOUNTABILITY AND EFFICIENCY

United Way of Greater Fall River, Inc. has responsibilities to its stakeholders, which include agencies, donors, volunteers, service recipients and others who have placed their faith in the United Way. To uphold this trust, UWGFR employees:

- Make full and fair disclosure of all relevant information to customers, who have a right to know how their dollars are spent.
- Spend customer's money wisely, efficiently and objectively.
- Promote good stewardship of UWGFR resources, including donations, grants, and other contributions that are utilized by the United Way to pay operating expenses, salaries and employee benefits; and refrain from allowing expenditures of United Way funds that, by their nature or amount, do not directly advance UWGFR's mission.

VOLUNTARY GIVING

The most responsive contributors are those that 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 in response to solicitations.

RESPONSIBILITIES TO VOLUNTEERS

Volunteers who serve UWGFR through its Board of Directors or otherwise are crucial to the success of UWGFR. In order to assist volunteers to serve effectively and to obtain satisfaction from their service, UWGFR managers and employees:

- 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 views and interests to be expressed.
- Involve volunteers at appropriate levels and phases of the decision making process.
- Assist in the development and the understanding of the roles of volunteers and employees, respectively; set clear standards of performance for volunteers; and appropriately recognize their contributions.
- Provide benefits and perquisites to volunteers which are consistent with the spirit of volunteerism.

RESPONSIBILITIES OF VOLUNTEERS

Volunteers also represent UWGFR and set examples through their ethical conduct and professionalism.

- Volunteers review the Code of Ethics of UWGFR and ensure that they adhere to the spirit of the code when making policy or otherwise managing the affairs of the organization.
- A volunteer does not knowingly take any action or make any statement intended to influence the conduct of UWGFR in such a way as to confer any financial benefit on such volunteer, their immediate family members, or any organization in which they or their family members have a significant interest as stockholders, directors or officers.
- In the event that there comes before the Board of Directors or the Executive Committee a matter for consideration or decision that raises a potential conflict of interest for any member of the board or the committee, the member shall disclose the potential conflict of interest as soon as he or she becomes aware of it, and shall withdraw from voting in connection with the matter. The disclosure and withdrawal shall be recorded in the minutes of the meeting.

VENDOR RELATIONS

Vendors are treated fairly to avoid favoritism or appearances of impropriety. UWGFR:

- Affords all vendors an opportunity to offer or qualify their products or services on a competitive basis, giving preferences to local donor vendors whenever possible.
- Conducts all competitive bidding in a fair and professional manner, giving preference to local donor members whenever possible.

EQUAL OPPORTUNITY

UWGFR is an equal opportunity employer. UWGFR employees:

- Respect all co-workers and all other individuals 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.
- Refuse to engage in or tolerate in others any form of sexual harassment, as provided in the organization's policy against sexual harassment.
- Strive to create an environment conducive to professionalism.

CONFLICT OF INTEREST

To avoid even the appearance of a conflict of interest which would tarnish the image of the organization and undermine the public's trust, UWGFR employees:

- Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of UWGFR.
- Refrain from participating in or influencing any decision or other action of UWGFR that could result in a direct or indirect benefit to his or her family or any organization with which the employee is materially affiliated.

PERSONAL GAIN

UWGFR Employees will:

- Decline any gift, gratuity, or favor in the performance of United Way of Greater Fall River duties (except for promotional items of nominal value); and decline any food, transportation, lodging, or entertainment that may be directly related to United Way of Greater Fall River business decisions.
- Not knowingly take any action or make any statements intended to influence the conduct of United Way of Greater Fall River in such a way as to confer any financial benefit on themselves, immediate family members, or any organization in which they or immediate family members have a significant interest as stakeholders, directors, or officers.

TRAVEL, ENTERTAINMENT AND RELATED EXPENSES

Travel, entertainment and related expenses are incurred on a basis consistent with the mission of UWGFR. Accordingly, expenses incurred will comply with policies adopted by UWGFR's Board of Directors.

OUTSIDE EMPLOYMENT AND OTHER ACTIVITIES

Employees ensure that outside employment and other activities do not interfere with their responsibilities within UWGFR, and do not adversely affect UWGFR. An employee is encouraged to inform his or her supervisor of any significant outside activities. An employee does not use UWGFR resources to facilitate any outside employment or other activity.

FAVORITISM

Favoritism based on family relationships is unfair to other employees. The appearance of favoritism is easily perceived. Accordingly:

Persons related to UWGFR employees by blood or marriage are not employed, except under special circumstances that are clearly in the best interest of UWGFR and disclosed immediately to the Finance Committee of UWGFR.

UWGFR employees do not supervise or exercise management authority over staff with whom they have a family relationship, if they are employed by UWGFR under the circumstances noted above.

SOLICITATIONS

UWGFR employees are not subjected to outside solicitation. Further, employees are free from unwarranted interruptions in the form of solicitations from other employees, in order to concentrate on work.

UWGFR employees:

- Do not solicit or distribute literature for purposes inconsistent with the UWGFR mission on United Way premises.
- Do not use UWGFR working time for non United Way purposes.
- Are never required to contribute or respond to a solicitation for fear that their response will be a factor in their career standing.

CONFIDENTIAL INFORMATION

Confidentiality is a hallmark of professionalism. UWGFR employees:

- Ensure that all information which is confidential or privileged, or which is not publicly available, is not disclosed inappropriately.
- Respect the privacy rights of all individuals in the performance of their UWGFR duties.

- Ensure that all non-public information of other persons or firms acquired by UWGFR personnel in dealing with outside firms on behalf of UWGFR is treated as confidential and is not disclosed.

POLITICAL CONTRIBUTIONS

UWGFR encourages individual participation in civic affairs. However, as a charitable organization, UWGFR 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 the UWGFR.
- 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 UWGFR.
- 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 UWGFR, 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 UWGFR.

DISCLOSURE

Volunteers, staff, and representatives are encouraged to seek guidance from the Finance Committee and Chief Professional Officer concerning the interpretation or application of this Code of Ethics. Any known or possible breaches of the Code of Ethics should be disclosed. Staff and representatives should contact the Chief Professional Officer. Volunteers should contact the Chief Volunteer Officer. 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 allows. 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.
- UWGFR affirms prompt and fair resolution of all reported breaches.