

United Way of Northwest Illinois, Inc.



DIVERSITY AND ETHICS POLICY FOR OFFICERS AND BOARD MEMBERS, STAFF AND VOLUNTEERS

The United Way of Northwest Illinois (UWNI) is committed to being a leader in community building...working together with stakeholders to improve the quality of life in our community. This critical role requires that everyone involved in the UWNI must inspire leadership and earn the public trust. This obligation goes beyond legal or regulatory requirements and includes a commitment to valuing diversity and maintaining the highest standards of personal integrity and ethics. The success of the United Way system and our reputation depend upon the conduct of everyone affiliated with the UWNI: volunteers, staff, and representatives.

In order to meet our obligations and commitments we will:

Diversity:

- Act in ways that respect the dignity, uniqueness, and intrinsic worth of every person—the community, the donors, our own staff and families, boards, and volunteers.
- Believe in a movement built from the rich diversity and gifts of all people in all systems.
- Bring all segments of the community together to promote individual well-being and common good.
- Value, champion, and embrace diversity in all aspects of UWNI activities.
- Support equal employment opportunity and volunteer recruitment and refuse to engage in or tolerate any form of discrimination or harassment.

Ethics:

- Strive to meet the highest standards of performance, quality, service and achievement in working towards the UWNI mission.
- Communicate honestly and openly and avoid misrepresentation.
- Maintain the highest standards of excellence and accountability, including prudent use of finances, and fair, accurate, and honest disclosures of information.
- Promote good stewardship of UWNI resources, including grants and other contributions that are used to pay operating expenses, salaries, and employee benefits.
- Refrain from using organizational resources and assets for non-UWNI purposes.
- Observe and comply with all laws and regulations affecting UWNI.
- 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.

Conflict of Interest:

- Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of UWNl.
- Ensure that outside employment and other activities do not adversely affect the performance of UWNl duties or the achievement of UWNl's mission.
- Decline any gift, gratuity or favor in the performance of UWNl duties except for promotional items of nominal value, and any food, transportation, lodging or entertainment unless directly related to UWNl 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.
- Disclose all known conflicts or potential conflicts of interest to the Executive Director or Board of Directors. If a conflict of interest or potential conflict of interest exists and if requested by the Board, withdraw from any meeting during any discussion, review or voting in connection with such matter.
- 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 UWNl duties.

Political Issues:

- Refrain from making any contributions to any candidate for public office or political committee on behalf of UWNl, including the use of UWNl facilities for political campaign activities.
- 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 UWNl.

While no policy can anticipate all of the challenges that may arise, this policy communicates key guidelines which will assist UWNl volunteers, staff and representatives in making good decisions that support diversity and the highest level of personal integrity and ethics. All are encouraged to discuss any questions or concerns they have with the Executive Director or any UWNl Board Member.

CONFIDENTIALITY STATEMENT

I recognize that private and confidential treatment is the right of every agency and its representatives; service requestor/recipient; donor; volunteer; and staff member at United Way of Northwest Illinois, Inc.

To protect this right, I hereby pledge to:

- Recognize that the presence of an agency and its representatives; service requestor/recipient; donor; or volunteer in the United Way is confidential except when otherwise authorized by the agency and/or its representative; service requestor/recipient; donor; or volunteer; or his/her designee.
- Discuss information about an agency or its representatives; service requestor/recipient; donor; or volunteer only with those individuals involved with the agency and its representatives; service requestor/recipient; donor or volunteer.
- Limit discussions regarding agencies and their representatives; service requestors/recipients; donors; and volunteers to information necessary for the continuing involvement of the agency and its representative; service requestor/recipient; donor; and volunteer, recognizing the appropriate locations for those discussions to transpire.
- Help safeguard confidentiality by ensuring that records, reports, donations, schedules, and other printed information are kept in areas where they are not visible or accessible to the public.
- Protect access to the United Way computer systems to prevent unauthorized individuals from gaining information about an agency and its representatives; service requestors/recipients; donors; volunteers; and staff.
- Recognize that when an agency and its representatives; service requestors/recipients; volunteers; and staff become donors, they deserve the same confidential treatment as we afford others.
- Intervene in a professional manner to alleviate a situation where staff are inappropriately discussing an issue of confidentiality.
- Remember that all my public comments about co-workers; agencies and their representatives; service requestors/recipients; donors; volunteers; United Way, and its services will affect how the United Way is perceived.

I understand that certain private and confidential matters may be subject to disclosure as required by law.

CONFLICT OF INTEREST POLICY FOR THE UNITED WAY OF NORTHWEST ILLINOIS, INC.

Preamble/Introduction

The United Way of Northwest Illinois (UWNI) is committed to being a leader in community building...working together with stakeholders to improve the quality of life in our community. This critical role requires that everyone involved in the UWNI must inspire leadership and earn public trust. This obligation goes beyond legal or regulatory requirements and includes a commitment to maintaining the highest standards of personal integrity and ethics. The success of the United Way system and our reputation depend upon the conduct of everyone affiliated with the UWNI: volunteers, staff, and representatives.

Policy

No Person shall originate, participate in, or vote on any transaction involving the United Way of Northwest Illinois, Inc. in which such Person has a Conflict of Interest.

A Person will be deemed to have a Conflict of Interest if he/she or a Related Party has a Material Financial Interest in or is affiliated with any Entity that proposes to enter into any transaction or business with the United Way of Northwest Illinois, Inc. or such Person would otherwise materially benefit, directly or indirectly, from the transaction.

Implementation/Procedure

Disclosure. To effectuate this Policy each Person shall disclose to the Board and President any Conflict of Interest such Person or a Related Party has regarding any transaction to be considered by the United Way of Northwest Illinois, Inc... On an annual basis, each Person shall submit a disclosure list on which the Person identifies all Entities in which such Person or a Related Party is an employee, officer, director or consultant to or in which the Person or a Related Party has a Material Financial Interest. With respect to members of a Person's family living outside the household, the Person shall disclose such conflicts of which she/he has actual knowledge. In addition, the Person shall annually sign a statement affirming that he/she has read this policy, agrees to comply with the Policy and acknowledges he/she is not aware of any violations or discloses any known violations.

Recusal. A Director of the United Way of Northwest Illinois, Inc. shall recuse him/herself from the Board's deliberations regarding any matter in which the Director has a Conflict of Interest unless the Chair of the Board determines that recusal is unnecessary in the particular instance. A staff member shall not be the responsible staff person on a transaction in which he/she has a conflict of interest.

Record of Proceedings. The United Way of Northwest Illinois, Inc. shall keep a record of all transactions in which a Person had a Conflict of Interest and the procedures followed in such instance.

Definitions

Person means any employee, director, member of a committee with governing board delegated powers, or trustee of the United Way of Northwest Illinois, Inc...

Related Party means a member of the immediate family of the Person (spouse, sibling, parent, grandparent, children) living in the Person's household.

An Affiliated Person or Related Party is affiliated with an Entity if he/she is an employee, officer or director of or a consultant to the Entity.

Material Financial Interest: A Person or Related Party has a Material Financial Interest in an Entity if he/she:

- Owns, directly or indirectly, more than 5% of the Entity's equity interest, or
- Is owed money by the Entity in excess of 5% of the Entity's overall indebtedness or 5% of the Person's net worth, or
- Receives compensation from the Entity in excess of 5% of income.

Entity is to be broadly defined and includes a corporation, partnership, limited liability United Way of Northwest Illinois, Inc., trust, organization, coalition, commission, university, or institute.

Prohibition on Gifts

No person shall accept anything of value from an Entity that is or may reasonably be expected to do business with the United Way of Northwest Illinois, Inc., including entertainment, tickets, meals, clothing or other items, unless (i) such gift is of nominal value, (ii) the recipient is not expected to take or refrain from taking any action in connection with the receipt of the gift, (iii) the gift is in keeping with good business ethics or refusing such gift would be contrary to the accepted norms under the circumstances.

ACKNOWLEDGEMENT

I have read and received a copy of the United Way of Northwest Illinois' Diversity and Ethics Policy, Confidentiality Statement and Conflict of interest policy and fully understand my obligations and responsibilities as outlined therein.

Signed:_____

Date:_____