

CODE OF ETHICS

United Way of Snohomish County is committed to the highest ethical standards. Indeed, based on the unique trust placed in United Way of Snohomish County 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 United Way of Snohomish County. Volunteers, staff, and representatives set an example for each other, and for stakeholders, by their pursuit of excellence in high standards of performance, professionalism, and ethical conduct.

This United Way of Snohomish County Code of Ethics (Code) is based on our mission and guided by our fundamental values. (See Our Core Values): Approachable, Caring, Diverse and Inclusive, Dynamic, Ethical, Innovative, Inspiring, Results-Oriented.

We are mindful that these core values must be clearly articulated, communicated and continuously reinforced. While no document can anticipate all of the challenges that may arise, the Code communicates key guidelines and will assist United Way of Snohomish County 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 their supervisor, Human Resources, the President or with the United Way of Snohomish County Ethics Officer. The Ethics Officer is the Chair of the Audit Committee.

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 United Way of Snohomish County 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

United Way of Snohomish County is responsible to its stakeholders. To uphold this trust we:

- Promote good stewardship of United Way resources, donations, grants and other contributions that are used to operating expenses, salaries, and employee benefits.
- Refrain from using organizational resources for non-United Way of Snohomish County purposes. (Please see the "Whistleblower Policy" for further information on this topic.)
- Observe and comply with all laws and regulations affecting United Way of Snohomish County.

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 in response to solicitations.

4. DIVERSITY AND EQUAL OPPORTUNITY

United Way of Snohomish County is an equal opportunity employer and is committed to the principles of diversity and non-discrimination. We therefore:

- Value, champion, and embrace diversity in all aspects of United Way of Snohomish County activities and respect others without regard race, creed, color, gender, national origin, age, sexual orientation, marital status, or ability.
- For additional information, see our Employee Handbook and Board approved non-discrimination policy.

5. CONFLICTS OF INTEREST

To avoid any conflict of interest or the appearance of a conflict of interest which could tarnish the reputation of United Way of Snohomish County as well as undermine the public's trust in United Way of Snohomish County staff, volunteers and representatives:

- Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of United Way of Snohomish County, including involvement with a current or potential United Way of Snohomish County vendor, grantee, or competing organization unless disclosed to and not deemed to be inappropriate by the United Way of Snohomish County President and/or United Way of Snohomish County Ethics Officer.
- Ensure that outside employment and other activities do not adversely affect the performance of their United Way of Snohomish County duties or the achievement of United Way of Snohomish County's mission.
- Ensure that travel, entertainment and related expenses are incurred on a basis consistent with the mission of United Way of Snohomish County and not for personal gain or interests.
- Decline any gift, gratuity or favor in the performance of United Way of Snohomish County duties except for promotional items of nominal value, and any food, transportation, lodging or entertainment unless directly related to United Way of Snohomish County 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.
- Also see Employee Handbook

United Way of Snohomish County VOLUNTEERS:

- Should not knowingly take any action, or make any statement, intended to influence the conduct of United Way of Snohomish County in such way to confer any financial benefit upon 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, if they are Board members, or any committee upon which they serve and withdraw from the meeting room during any discussion, review and voting in connection with such matter.
- Members of the Board shall annually file with the Ethics Officer a disclosure of all known potential conflicts of interest.

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 United Way of Snohomish County duties.
- Also see the Employee Handbook

7. POLITICAL CONTRIBUTIONS

United Way of Snohomish County encourages individual participation in civic affairs. However as a charitable organization, United Way of Snohomish County 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 United Way of Snohomish County.
- 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 United Way of Snohomish County.
- 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 United Way of Snohomish County, 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 United Way of Snohomish County.

8. GUIDANCE AND DISCLOSURE WHEN THE MATTER DOES NOT INVOLVE FINANCIAL IMPROPRIETY OR THE MISUSE OF THE ORGANIZATION'S RESOURCES

Volunteers, staff, and representatives are encouraged to seek guidance from the Human Resource Director, President or the Ethics 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 a supervisor, Human Resources, President or Ethics Officer. Volunteers should contact a member of the Board of Directors or Ethics 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 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.
- United Way of Snohomish County affirms prompt and fair resolution of all reported breaches.
- For financial impropriety or misuse of the organization's resources, please see United Way of Snohomish County's "Whistleblower Policy".

Code of Ethics Glossary

Candidate for Public Office: An individual who offers herself or himself or is proposed by others as a contestant for an elected public office, whether such office is federal, state or local.

Contribution, political: Anything of value, including monetary and in-kind gifts, provided for the purpose of influencing the outcome of an election.

Donors: All individuals and entities that make charitable or in kind contributions to United Way of Snohomish County.

Ethics Officer: The Ethics Officer is the Chair of the Audit Committee and the contact for any suspected financial impropriety or misuse of the organization's resources.

Immediate family members: An individual's spouse, children, parents, siblings, and spouses of children and siblings.

Nonpublic Information: Any business, financial, or personal information, which is not publicly known or available.

Political Committee: Any party, committee, association, fund or other organization organized and operated primarily for accepting contributions to influence the selection, nomination, or election of any individual to any federal, state or local office.

Privileged Information: Information that is protected from involuntary disclosure by legally recognized privileges such as attorney-client, doctor-patient, and others.

Promotional Items of Nominal Value: Gifts used to promote an organization's name, products, or services which have as retail value of \$25 or less.

Representatives: Individuals who provide personal services to United Way of Snohomish County as independent contractors, consultants or loaned executives.

Staff: All individuals, who provide services to United Way of Snohomish County as employees or leased employees.

Vendors: Entities which provide goods and services to United Way of Snohomish County for a fee.

Volunteers: All members of the United Way of Snohomish County Board of Trustees and committees appointed by the Board of Trustees, who perform their United Way of Snohomish County duties without compensation.

THE ETHICS OFFICER IS BECKY MACKENSTADT. SHE CAN BE REACHED AT 425.774-5797 OR BMACKENSTADT@VINEDAHLEN.COM

Code of Ethics Certificate

I acknowledge that I have received and read my personal copy of the United Way of Snohomish County Code of Ethics. I understand that each United Way of Snohomish County volunteer, staff member and representative is responsible for adhering to the principles and standards of the Code, and I confirm that I have conducted myself in accord with the principles and standards of the Code. The certification process is mandatory for all United Way of Snohomish County staff and members of the Board of Directors.

Please document any known conflicts of interest below:

PRINTED NAME _____

SIGNATURE _____

DATE _____

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