

**UNITED WAY OF CITRUS COUNTY, INC.**

**ADMINISTRATIVE POLICY/PROCEDURE MANUAL**

**GOVERNANCE**

<b>Policy #:</b> G-215	<b>Subject:</b> Code of Ethics for Board Members, Volunteers and Staff					<b>Page 1 of 2</b>	
<b>Date of Board Approval:</b> June 18, 2008			<b>Supersedes:</b>				
<b>Reviewer:</b> Board President	<b>Reviewed Dates:</b>						

**Policy:** To establish a set of principles and practices of the United Way of Citrus County Board of Directors, volunteers and staff, that will set parameters and provide guidance and direction for board conduct, decision-making and for ethical practices in the United Way office.

**Code:** Members of the Board of Directors, volunteers, and staff of the United Way of Citrus County are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities in the United Way office and on the board of United Way of Citrus County. Board members, volunteers and staff pledge to accept this code as a minimum guideline for ethical conduct and shall:

**Accountability**

1. Faithfully abide by the Articles of Incorporation, by-laws and policies of United Way of Citrus County.
2. Exercise reasonable care, good faith and due diligence in organizational affairs.
3. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.
4. Fully disclose, at the earliest opportunity, information of fact that would have significance in board decision-making.
5. Remain accountable for prudent fiscal management data gathered and maintained by United Way of Citrus County.

6. Information maintained in hard-copy or electronic files as part of a permanent record may be viewed only by the individual on whom the information is maintained, such additional persons designated in writing by the individual, United Way of Citrus County employees and representatives (including selected volunteers) who need such information for legitimate institution business.
7. Maintain a professional level of courtesy, respect, and objectivity in all United Way of Citrus County activities.
8. Strive to uphold those practices and assist other United Way of Citrus County members of the board in upholding the highest standards of conduct.

#### **Personal Gain**

9. Exercise the powers invested for the good of all members of the United Way of Citrus County rather than for his or her personal benefit, or that of the business or nonprofit they are associated with outside of United Way of Citrus County.

#### **Equal Opportunity**

10. Ensure the right of all association members to appropriate and effective services without discrimination on the basis of geography, political, religious, or socio-economical characteristics of Citrus County.
11. Ensure the right of all partner agencies and partnerships to appropriate and effective services without discrimination on the basis of the organization's volunteer or staff make-up in respect to gender, sexual orientation, national origin, race, religion, age, political affiliation or disability, in accordance with all applicable legal and regulatory requirements.

#### **Confidential Information**

12. Respect the confidentiality of sensitive information known due to board service.

#### **Collaboration and Cooperation**

13. Respect the diversity of opinions as expressed or acted upon by the United Way of Citrus County board, committees and

membership, and formally register dissent as appropriate.

14. Promote collaboration, cooperation, and partnership among association members.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_