



CODE OF ETHICS

The United Way of the Black Hills fights to build strong generations, strong families and strong communities through collaboration volunteer engagement and donor cultivation. United Way creates lasting change in our community by bringing together partner agencies to improve the health, education and financial stability of all members of the Black Hills.

To these ends, this code declares the ethical values and standards of professional practice which all volunteers and staff governing and promoting this organization strive to uphold in their responsibilities of earning public trust, impacting change in our community and being good stewards of the contributions given.

CODE OF ETHICS

United Way of the Black Hills is committed to the highest ethical standards. Based on the unique trust placed in our organization to serve the public good, we have a special obligation to act ethically in all situations.

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

The United Way Code of Ethics is based on our mission and guided by the fundamental values of integrity, impact, volunteerism, inclusiveness and catalytic leadership.

While no document can anticipate all of the challenges that may arise, the Code of Ethics communicates key guidelines and will assist this organization's 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 Executive Director or Board of Directors.

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 this organization's 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.

ACCOUNTABILITY

United Way of the Black Hills is responsible to its stakeholders, which include affiliated agencies, donors, volunteers and others who have placed faith in this organization.

To uphold this trust we:

- Promote good stewardship of United Way resources.
- Refrain from using organizational resources for non-United Way purposes.
- Observe and comply with all laws and regulations affecting United Way.

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 predating professional advancement on response to solicitations.
- Actively retain donors and cultivate new contributors to the organization.

DIVERSITY AND EQUAL OPPORTUNITY

United Way of the Black Hills is an equal opportunity employer and is committed to the principle of diversity. We therefore:

- We value, champion and embrace diversity in all aspects of United Way 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.
- We support affirmative action and equal employment opportunity programs throughout United Way
- We refuse to engage in or tolerate any other form of discrimination or harassment.

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 the Black Hills, staff and volunteers, as well as undermine the public's trust in the affiliated agencies, we will:

- Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of United Way, including involvement with a current or potential United Way vendor, grantee, or competing organization unless disclosed to and not deemed to be inappropriate by the Board of Directors.
- Ensure that travel, entertainment and related expenses are incurred on a basis consistent with the mission of United Way of the Black Hills and not for personal gain or

interests.

- Decline any gift, gratuity or favor in the performance of United Way of the Black Hills duties to include any food, transportation, lodging or entertainment unless directly related to United Way business. This expectation does not include promotional items of nominal value
- Refrain from influencing the selection of staff, consultants or vendors who are relatives or personal friends or affiliated with staff or employed by a person with whom they have a relationship that adversely affects the appearance of impartiality.

VOLUNTEERS

Should not knowingly take any action, or make any statement, intended to influence the conduct of United Way of the Black Hills 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.

Disclose all known conflicts or potential conflicts of interest in any matter before the Board of Directors, if they serve as Board or committee members of organizations under consideration for funding they must withdraw from the meeting room during any discussion, review and voting in connection with the specified organization. Unless otherwise determined by the United Way of the Black Hills Board of Directors.

Members of the Board shall annually file with the Board of Directors a disclosure of all known potential conflicts of interest.

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 duties.
- Keep confidential any discussions held during allocations and Board meetings.

POLITICAL CONTRIBUTIONS

United Way of the Black Hills encourages individual participation in civic affairs. However as a charitable organization, United Way may not make contributions or give perceived endorsement 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 in a manner that may create the appearance that the contribution is on

behalf of United Way of the Black Hills.

- 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, 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 the Black Hills.

GUIDANCE AND DISCLOSURE

Volunteers, staff and representatives are encouraged to seek guidance from the Board of Directors 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 Board of Directors. 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 of Ethics.

United Way of the Black Hills affirms prompt and fair resolution of all reported breaches.