

# Code of Conduct



United Way of  
Hunterdon County

## PERSONAL INTEGRITY

A personal commitment to integrity in all circumstances benefits each individual as well as the organization. This United Way:

- respects and seeks out the truth and avoids misrepresentation.
- strives to ensure fairness and objectivity in all activities.
- sets an example for high standards of professionalism.
- honors the right of privacy of all people, including co-workers, contributors and beneficiaries.
- promotes public confidence in philanthropic institutions.

## ACCOUNTABILITY AND EFFICIENCY

This United Way has a responsibility to its customers, which includes our local member agencies, donors and other stakeholders. These customers have placed faith in the United Way. To uphold this trust, this United Way:

- makes full and first disclosure of all relevant information to customers, who have a right to know how their dollars are spent.
- makes good faith efforts to spend customers' money wisely, efficiently and objectively.
- is a good steward of all funds that come through United Way and refrains from allowing expenditures of United Way funds that do not directly advance United Way's missions.

## RESPONSIBILITIES OF VOLUNTEERS

Volunteers also represent United Way and set examples through their professional conduct and professionalism.

- Volunteers review the code of ethics of United Way and ensure that they adhere to the spirit of the code when making policy or otherwise managing the affairs of the organization.
- If a matter of consideration or decision comes before the Board or the Executive Committee 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. The disclosure shall be recorded in the meetings of the meeting. The Board and/ or Executive Committee will decide whether continued participation of the affected member in discussions or voting is appropriate.

## EQUAL OPPORTUNITY

All persons involved in the United Way will respect all individuals and shall not discriminate with regard to race, color, religion, creed, sex, national origin or ancestry, veteran status, marital status, sexual orientation, age, gender, or status as a qualified disabled or handicapped individual.

## CONFIDENTIAL INFORMATION

Confidentiality is a hallmark of professionalism. Each United Way employee, volunteer or representative ensures that all information which is confidential or privileged or which is not publicly available is not disclosed inappropriately.

*Revised 12/15/00*