**Conflict of Interest**

**Adopted: November 2020**

To avoid any conflict of interest or the appearance of a conflict of interest which could tarnish the reputation of the United Way of Northeast Kentucky (UWNEK) as well as undermine the public’s trust in all United Way organizations, UWNEK’s ***staff, volunteers and representatives***:

1. Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of UWNEK, including involvement with a current or potential UWNEK vendor, grantee, or competing organization unless disclosed to and not deemed to be inappropriate by the UWNEK’s Executive Director and UWNEK’s Board of Directors.
2. Ensure that outside employment and other activities do not adversely affect the performance of their UWNEK duties or the achievement of UWNEK’s mission.
3. Ensure that travel, entertainment and related expenses are incurred on a basis consistent with the mission of UWNEK and not for personal gain or interests.
4. Decline any gift, gratuity or favor in the performance of UWNEK duties except for promotional items of nominal value, and any food, transportation, lodging or entertainment unless directly related to UWNEK business.
5. 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.

**UWNEK VOLUNTEERS:**

1. Should not knowingly take any action, or make any statement, intended to influence the conduct of UWNEK 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.
2. 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.
3. Members of the Board shall annually file with the UWNEK’s Executive Director a disclosure of all known potential conflicts of interest.

**CONFIDENTIALITY AND PRIVACY**

Confidentiality is a hallmark of professionalism. We therefore:

1. Ensure that all information, which is confidential, privileged or nonpublic, is not disclosed inappropriately.
2. Respect the privacy rights of all individuals in the performance of their UWNEK duties.

**POLITICAL CONTRIBUTIONS**

As a charitable corporation, UWNEK is prohibited from making contributions to any candidate for public office or to any political committee. We therefore:

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

**GUIDANCE AND DISCLOSURES**

Volunteers, staff, and representatives are encouraged to seek guidance from the Board of Directors and the Executive Director 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 Chair of the Board of Directors or the Executive Director. Volunteers should contact the Executive Director. Reports of possible breaches will be handled in the following manner:

1. 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.
2. All reported breaches will be investigated and, if needed, appropriate action taken based upon the policies of the organization.
3. Retaliation against a person who suspects and reports a breach in good faith will be treated as an independent breach of the Code.
   * UWNEK affirms prompt and fair resolution of all reported breaches of questionable practices. An employee who knowingly, and in bad faith, makes a false and malicious report under this policy may be subject to discipline up to discharge.
4. Reports of questionable accounting or audit practices will be kept confidential to the extent possible consistent with the Finance Committee’s obligation to investigate and correct unlawful or unethical accounting or audit practices. However, identity may have to be disclosed to conduct a thorough investigation and to comply with law.

**Mark your service to the United Way of Northeast Kentucky:**

Volunteer Staff

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**Signed Name Date:**

# Print Name

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Chair, UWNEK Board of Directors Date