



## **Staff and Volunteers Code of Ethics**

**Adopted: November 2020**

### **OUR ETHICAL STANDARDS**

We recognize our responsibility to the community and people we serve. We value those relationships and believe that United Way of Northeast Kentucky (UWNEK) and its representatives must act in ways that honor the trust those communities have placed in us. We pledge to adhere to a Code of Ethics that is based on the ethical standards of **integrity, accountability, confidentiality, diversity, fairness and respect. THESE STANDARDS ARE APPLICABLE TO OUR BOARD, EMPLOYEES, AND VOLUNTEERS.**

### **OUR CORE VALUES**

1. We set an example, as a leading nonprofit organization, for the highest standards of professionalism by ensuring truth, fairness and objectivity in all activities.
2. We, and our member agencies and community partners, are jointly accountable to our community for the realization of our mission.
3. We advocate and promote diversity and inclusion among our staff and volunteers and among the staff and volunteers of member agencies and community partners. We treat all people respectfully, in all aspects of our activities and services, without regard to race, ethnicity, religion, age, gender, national origin, ancestry, socio-economic status, sexual orientation or status as a disabled individual.
4. We act with personal and professional integrity seeking accuracy and timeliness in our communications.
5. We promote **voluntary** giving by our donors to UWNEK.
6. We make full and fair disclosure of all relevant information to our communities, who have a right to know how their dollars are spent. We invest our communities' money wisely, efficiently and objectively, through a fair and objective process to meet critical local needs.
7. We are a transparent organization, striving to keep administrative costs at optimum levels to deliver on the mission through responsible spending practices and internal controls.
8. We maintain accurate financial records and report our independently audited financial statements in an accurate and timely manner.
9. We support full disclosure of all potential and actual conflicts of interest.
10. In accordance with our written conflict of interest policy we prohibit staff and volunteers from using proprietary information for their personal gain or for the personal gain or advantage of another.
11. We comply with all laws and regulations affecting the organization and monitor and enforce all policies and procedures.
12. We honor the privacy rights of all people, including co-workers, donors, volunteers, service



- providers and service recipients.
13. We treat all staff and volunteers, and our staff and volunteers treat all employees, with fairness and respect.
  14. We involve staff and volunteers at appropriate levels of decision-making.
  15. United Way of Northeast Kentucky employees are expected to use technology responsibly in an appropriate, ethical and professional manner. Internet access, e-mail, and phone use is for job-related activities; however, minimal personal use is acceptable. All technology provided by UWNEK, including computer systems, communication networks, company-related work records and other information stored electronically, is the property of UWNEK and not the employee. UWNEK reserves the right to examine, monitor and regulate e-mail and other electronic communications, directories, files and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite. Every employee of UWNEK is responsible for the content of all text, audio, video or image files that he or she places or sends over the company's Internet, e-mail and phone.
  16. We do not endorse political candidates or parties on behalf of UWNEK.
  17. We recognize the autonomy of United Way member agencies and promote cooperation and collaboration to efficiently and effectively address community problems.
  18. We promote professional excellence and fair treatment of staff and volunteers who exhibit respect for their co-workers and all those we come in contact with. We strive for a work environment conducive to personal and professional growth.

*We will review this Code annually and ensure that we adhere to the Code when making policy decisions or otherwise managing the affairs of the organization.*

***WE ENCOURAGE REPORTING OF BREACHES OF THIS CODE AND PROTECT THOSE WHO REPORT THEM.***

*Reports should be made to the chair of the Board of Directors or the Executive Director at the following numbers and/or addresses:*

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| <p><b><i>Sheila Fraley</i></b><br/> <b><i>Chair, Board of Directors</i></b></p> <p>Marathon Petroleum Company<br/>         11631 US RT 23<br/>         Catlettsburg, KY 41129<br/>         (606) 921-2040<br/> <a href="mailto:sjfraley@marathonpetroleum.com">sjfraley@marathonpetroleum.com</a></p> | <p><b><i>Jerri Compton</i></b><br/> <b><i>Executive Director</i></b></p> <p>United Way of Northeast Kentucky<br/>         P.O. Box 2285<br/>         Ashland, KY 41105<br/>         (606) 325-1810<br/> <a href="mailto:jerri@uwnek.com">jerri@uwnek.com</a></p> |
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**Mark your service to the United Way of Northeast Kentucky:**

- Volunteer       Staff