

United Way India Code of Ethics

United Way India is committed to the highest ethical standards. Based on the unique trust placed in United Way India to serve the public good, we have a special obligation to act ethically.

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

Our code of Ethics is based on our mission and guided by the fundamental values of integrity, impact, volunteerism, inclusiveness, and leadership.

While no document can anticipate all the challenges that may arise, our Code of Ethics communicates key guidelines to assist United Way India volunteers, staff, and Board Volunteers in making good decisions that are ethical and in accordance with applicable legal requirements. All are encouraged to discuss any questions or concerns that they have with a member of the Executive Committee or the Chief Executive Officer.

I. 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 the United Way India mission.
- Communicate honestly, 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.

II. ACCOUNTABILITY:

United Way of India is responsible to its stakeholders, which include member agencies, donors and others who have placed faith in United Way India. To uphold this trust we:

- Promote good stewardship of resources, including donations, grants and other contributions that are used to pay operation expenses, salaries, and employee benefits.
- Do not use organizational resources for non-United Way India purposes.
- Observe and comply with all laws and regulations affecting United Way India.

III. SOLICITATION 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.
- Make fundraising a fun and personally rewarding experience.

IV. DIVERSITY AND EQUAL OPPORTUNITY:

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

- Embrace diversity in all aspects of United Way India activities and respect other without regard to race, color, religion, creed, age, sex, national origin or ancestry, marital status, veteran status or sexual orientation.
- Refuse to engage in or tolerate in any other form of discrimination or harassment.

V. CONFLICT OF INTEREST:

To avoid any conflict of interest or the appearance of a conflict of interest which could tarnish the reputation of United Way India, as well as undermine the public's trust in United Way, all United Way India organizations, Staff and Board Volunteers are to:

- Avoid any activity or outside interest that conflicts or appears to conflict with the best interest of United Way India.
- Ensure that travel, entertainment, and related expenses are incurred on a basis consistent with the mission of United Way India and not for personal gain or interests.
- Decline any gift, gratuity, or favor in the performance of United Way India duties except for promotional items of nominal value, and any food, transportation, lodging or entertainment unless directly related to United Way India business.
- Refrain from influencing the selection of staff, consultants, 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 impartially.

- Should not knowingly take any action, or make any statement, intended to influence the conduct of United Way of India in such a way to confer any financial benefit on themselves, their immediate family, or any organization in which they or their immediate family members have a significant interest as stakeholders, directors, or officers.
- Disclose any known any matter before then conflicts or potential conflicts of interest in Board of Directors if they are board members or any committee upon which they serve.
- Members of the board shall annually disclose all known potential conflicts of interest.

VI. CONFIDENTIALITY AND PRIVACY:

Confidentiality is a hallmark of professionalism. We, therefore:

- Ensure that all information which is confidential, privileged or non-public is not disclosed inappropriately.
- Respect the privacy rights of all individuals in the performance of their United Way of India duties.

VI. POLITICAL CONTRIBUTIONS:

As a charitable organization, United Way India is prohibited from making political contributions to any candidate for public office or to any political committee. We, therefore:

- Refrain from making any contribution to any candidate for public office of political committee on behalf of the United Way of India, including the use of facilities for political campaign activities.
- Refrain from making any contribution 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 India.
- Refuse to endorse any candidate, political party or political interest or political issue.

VII. GUIDANCE AND DISCLOSURE

Volunteers, Staff and Board Volunteers are encouraged to seek guidance from the Executive Committee and /or Chief Executive Officer concerning the interpretation or application of this Code of Ethics. Any known or possible breaches of the Code of Ethics should be disclosed. 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 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 affirms prompt and fair resolution of all reported breaches.

Code of Ethics Acknowledgement

I am a volunteer, employee, board volunteer of United Way. I have reviewed the Code of Ethics and agree to adhere to the policy as outlined.

Full Name:

Relation with United Way India:

Signature

Date

United Way India

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<https://uwindia.org/>