

United Way of Troy, Ohio, Inc.

Core Values

Mission Statement: “To assess, on a continuing basis, the need for human services in the United Way of Troy, Ohio service area, and to develop as fully as possible the financial resources needed to meet the human service needs of the community.”

Vision Statement: “To increase the organized capacity of people to care for one another.”

This critical role requires that all of us involved with United Way must assume the responsibility of earning public trust.

To fulfill this obligation, five core values provide the foundation on which we base our actions and decisions.

1. **INTEGRITY:** To maintain high standards of excellence and accountability, including prudent use of finances and fair, accurate, and honest disclosure of information.
 - We keep our promises.
2. **IMPACT:** To make a positive difference and have a measurable impact.
 - Our efforts change lives.
 - We assume responsibility as good stewards and are accountable for our work and sustainable results.
3. **VOLUNTEERISM:** To encourage and build the spirit of volunteerism.
 - We believe effective service to the community is created with the support of community volunteers.
 - We encourage and promote volunteerism in the United Way of Troy service area.
4. **INCLUSIVENESS:** To be strengthened by our inclusiveness.
 - We respect the worth of every person – the community, our donors, staff, board of trustees and community volunteers.
5. **LEADERSHIP:** To provide leadership in the non-profit sector to raise and distribute resources to meet the ever-increasing needs of the community.

United Way of Troy, Ohio, Inc.

Code of Ethics

The United Way of Troy, Ohio, Inc. is committed to ethical standards. Based on the unique trust placed in the United Way of Troy, Ohio, Inc. to serve the public good, we have an obligation to act ethically.

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.

This Code of Ethics (Code) is based on our mission and guided by our fundamental values. (See Core Values): Integrity, Impact, Volunteerism, Inclusiveness, and Leadership.

1. **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 standards of performance, quality, service and achievement.
 - 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.

2. **ACCOUNTABILITY:** United Way of Troy, Ohio, Inc. is responsible to its stakeholders, which include member agencies, donors and others who have placed faith the United Way. To uphold this trust we:
 - Promote good stewardship of United Way resources, including grants and all contributions used to pay operating expenses.
 - Refrain from using organizational resources for non-United Way purposes.
 - Observe and comply with all laws and regulations affecting United Way.
 - Provide full and fair disclosure.
 - Adhere to ethical practices as regards management, publicity, and fundraising.

3. 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.
 - Refrain from use of coercion in fundraising activities.
4. DIVERSITY & EQUAL OPPORTUNITY: United Way of Troy, Ohio, Inc. is an equal opportunity employer and is committed to the principle of diversity. We therefore:
 - 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, or status as a qualified disabled or handicapped individual.
 - Support affirmative action and equal employment opportunity programs throughout United Way of Troy, Ohio, Inc. service area.
5. CONFLICTS OF INTEREST: To avoid any conflict of interest or the appearance of a conflict of interest which could tarnish the United Way, as well as undermine the public trust, we:
 - Avoid any activity or outside interest that conflicts or appears to conflict with the best interest of United Way.
 - Ensure that outside employment and other activities do not adversely affect the performance of United Way duties or the achievement of the United Way of Troy Ohio's mission.
 - Decline any gift, gratuity or favor in the performance of United Way duties.
 - Refrain from influencing the selection of staff, consultants or vendors who are relatives or personal friends, employ or employed by a person with whom they have a relationship that could adversely affects impartiality.

United Way Volunteers:

- Should not knowingly take any action or make any statement, intended to influence the conduct of United 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, trustees or other officers.
- Should disclose all known conflicts or potential conflicts of interest in any matter before the board of trustees. Will disclose such conflicts of interest and withdraw from the meeting during any discussion, review and voting in connection with such matter.

6. **POLITICAL CONTRIBUTIONS:** As a charitable organization, United Way of Troy, Ohio, Inc. is prohibited from making contributions to any candidate for public office or any political committee. We therefore:
 - Refrain from making any contribution to any candidate for public office or political committee on behalf of United Way, including the use of United Way facilities for political campaign activities.

7. **GUIDANCE AND DISCLOSURE:** Volunteers, staff and representatives are encouraged to seek guidance from the board of trustees 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:
 - Reports of possible breaches will be treated in confidence as much as the organization's duty to investigate and the law allow. If confidence cannot be maintained, the individual disclosing the possible breach will be notified.
 - All reported breaches will be investigated and, if needed, appropriate action will be taken based upon the policies of the organization
 - United Way affirms prompt and fair resolution of reported breaches.

Reviewed and approved by the United Way of Troy, Ohio, Inc. board of trustees on February 24, 2011