



# Volunteering with United Way of King County

## **Code of Ethics**

### INTRODUCTION

United Way of King County (UWKC) has a unique role as a local leader of philanthropy to benefit health and human services. One of our most important assets is the trust of the community. As stewards of the community's trust and charitable contributions, we must subject ourselves and our actions to the highest ethical standard at all times.

We believe the leadership role of our board of directors and other volunteers is essential. Accordingly, this Volunteer Code of Ethics establishes key guidelines to assist United Way of King County board members and other volunteers in making good decisions that are ethical and in accordance with applicable legal requirements.

All UWKC board members and other volunteers shall review the Volunteer Code of Ethics annually. Additionally, each board member shall annually sign a statement which affirms they understand and agree to comply with the terms of the Volunteer Code of Ethics.

### SECTION I: PERSONAL AND PROFESSIONAL INTEGRITY

- Respect and seek out the truth and avoid misrepresentation.
- Ensure fairness and objectivity in all UWKC-related activities.
- Strive to meet the highest standards of performance, quality, service and achievement in working towards the UWKC mission.

### SECTION II: ACCOUNTABILITY

- Promote good stewardship of UWKC resources.
- Observe and comply with all laws and regulations affecting UWKC.

### SECTION III: SOLICITATIONS AND VOLUNTARY GIVING

- Promote voluntary giving and refrain from any form of coercion in fundraising activities.

### SECTION IV: DIVERSITY AND EQUAL OPPORTUNITY

- Value, champion and embrace diversity in all aspects of UWKC activities and respect others without regard to race, color, religion, creed, age, gender, national origin or ancestry, marital status, sexual orientation, status as a qualified disabled or handicapped individual or other protected characteristic.



# Volunteering with United Way of King County

## **Code of Ethics (continued)**

### SECTION V: CONFLICT OF INTEREST

- Not knowingly take any action, or make any statement, intended to influence UWKC's conduct in such a way to confer any financial benefit to oneself, one's immediate family members or any organization in which the volunteer or his/her immediate family member is involved or has a financial interest, such as membership on an agency board that receives or is eligible to receive UWKC funding or ownership in a business that could provide goods or services to UWKC.
- Disclose all known conflicts or potential conflicts of interest in any matter before the board of directors, if a board member, or any committee upon which the volunteer serves and abstain from voting on any matter in which there is a real or perceived conflict.
- Each board member is required to disclose in writing, on an annual basis, any potential conflicts of interest with the operations of UWKC (*see Section X: Code of Ethics Certification below*) and notify the president/CEO and board chair in writing of any additional conflicts of interest that arise during the year.

### SECTION VI: PERSONAL GAIN

- Will not use UWKC resources for personal gain, nor solicit or accept personal gratuities, gifts or favors, other than promotional gifts of nominal value.

### SECTION VII: POLITICAL ACTIVITY

UWKC's public policy work encourages volunteers to help educate elected officials about relevant policy issues and/or advocate for a position on a policy issue. UWKC may not endorse, rate or rank individuals seeking political office. UWKC volunteers should:

- Refrain from using UWKC resources or making contributions to any candidate for public office or political committee on behalf of UWKC or in such a manner that may create the appearance that the contribution is on behalf of UWKC.
- Refrain from engaging in electoral activity in a manner that may create the appearance that such activity is by or on behalf of UWKC.

### SECTION VIII: CONFIDENTIAL INFORMATION

- Ensure that all information which is confidential or privileged or which is not publicly available is not disclosed inappropriately.
- Respect the privacy rights of all individuals in the performance of UWKC duties.



# Volunteering with United Way of King County

## Code of Ethics (continued)

### SECTION IX: DISCLOSURE

Board members and volunteers are obligated to disclose any violations or perceived breaches of the Volunteer Code of Ethics of which they are aware. Disclosure should be made to the president/CEO and to the board chair. Any reported breaches will be investigated and appropriate action, if needed, will be taken. UWKC encourages all volunteers to be prompt, open and forthright in reporting perceived breaches of the Volunteer Code of Ethics.

### SECTION X: CODE OF ETHICS CERTIFICATION

Section V of this document outlines UWKC's conflict of interest policies, and should be closely reviewed by all board members and volunteers. Board members shall disclose all known or potential conflicts in the space below [please attach additional sheet, if necessary]:

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I, \_\_\_\_\_ have read and understand the United Way of King County Volunteer Code of Ethics. I agree that my actions have and will continue to be in compliance with the Volunteer Code of Ethics.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date