

UNITED WAY OF THE MARK TWAIN AREA
CODE OF ETHICS
June, 2006

The mission of the UWMTA is “Increasing the Capacity for People to Care for One Another”.

United Way is synonymous with charitable service. The general public associates the United Way name with thousands of worthy causes in Northeast Missouri. Indeed, for many people United Way is the primary way they meet their desire to help their fellow human beings.

Following the Code of Ethics adopted by the United Way of America we the Board of Directors hereby adopt the Code of Ethics for the United Way of the Mark Twain Area.

This Code of Ethics is the policy of UWMTA and expresses fundamental values. Accordingly, this code guides the conduct of all employees and representatives of UWMTA and is intended to foster an environment that promotes ethical conduct in carrying out their responsibilities.

PERSONAL INTEGRITY

A personal commitment to integrity in all circumstances benefits each individual as well as the organization.

UWMTA employees:

- *Respect and seek out the truth and avoid misrepresentation.
- *Ensure fairness and objectivity in all activities.
- *Set an example, as employees of a leading nonprofit organization, for high standards of professionalism.
- *Honor the right of privacy of all people, including co-workers, contributors, and beneficiaries.
- *Promote public confidence in philanthropic institutions.

PROFESSIONAL EXCELLENCE

As an employer, UWMTA promotes professional excellence and encourages open and honest communication among all employees to create an atmosphere conducive to personal growth and career development.

UWMTA management:

- *Encourages employee development, and communicates with personnel to help them achieve their goals and increase their self-esteem through job enrichment.
- *Evaluates employees on a fair and consistent basis, so that all employees know what is expected of them and how they are progressing toward fulfilling expectations.

*Shows respect and empathy for employees, and is considerate while being mindful of managerial responsibilities.

*Regularly solicits, and respects, the opinions of subordinates.

UWMTA employees:

*Strive to meet performance standards at the highest level.

*Refuse to engage in or tolerate any fraud, misuse, abuse or waste of UWMTA resources.

*Encourage growth and self improvement in themselves and their co-workers.

*Exhibit respect for co-workers and all those they come into contact with.

*Have the courage to face situations squarely and offer a minority opinion when necessary.

*Examine all alternatives with the understanding that the easiest action is not always in the best interest of the organization.

*Comply with all legal requirements concerning substance abuse.

*Comply with all other laws and regulations affecting the organization and their personal obligations.

*Discuss any questions concerning interpretations or compliance with the code of ethics with their Director, the UWMTA Board of Directors, or the Executive Board.

*Encourage the reporting of breaches of the Code and protect those who report.

*Strive to create an environment conducive to professionalism.

ACCOUNTABILITY AND EFFICIENCY

UWMTA has responsibilities to its customers, which include local United Way organization, donors and other stakeholders. These customers have placed faith in the United Way of the Mark Twain Area.

To uphold this trust, UWMTA employees:

*Make full and fair disclosure of all relevant information to customers, who have a right to know how their dollars are spent.

*Spend customers' money wisely, efficiently and objectively.

*Are good stewards of membership fees, grants, and other contributions that are utilized by UWMTA to pay operating expenses, salaries and employee benefits, and refrain from allowing expenditures of UW funds that by their nature or amount do not directly advance UWMTA's mission.

RESPONSIBILITIES OF VOLUNTEERS

Volunteers who serve UWMTA through its Board of Directors otherwise are crucial to the success of UWMTA. In order to assist volunteers to serve effectively and to obtain satisfaction from their service, UWMTA managers and employees:

- *Support volunteers so they can perform to the highest level of their contribution and personal satisfaction.
- *Treat all volunteers with fairness, equity and respect, providing appropriate mechanisms for their views and interests to be expressed.
- *Involve volunteers at appropriate levels and phases of the decision-making process.
- *Assist in the development and the understanding of the roles of volunteers and employees, respectively; set clear standards of performance for volunteers, and appropriately recognize their contributions.
- *Provide benefits and perquisites to volunteers which are consistent with the spirit of voluntarism.

RESPONSIBILITIES OF VOLUNTEERS

Volunteers also represent United Way of the Mark Twain Area and set examples through their ethical conduct and professionalism.

Volunteers:

- *Review the Code of Ethics of the United Way of the Mark Twain Area and ensure that they adhere to the spirit of the Code when making policy or otherwise managing the affairs of the organization.
- *Do not knowingly take any action or make any statement intended to influence the conduct of the United Way of the Mark Twain Area in such a way as to confer any financial benefit on such volunteers, their immediate family members, or any corporation in which they or their family members have a significant interest as stockholders, directors or officers.

In the event that there comes before the Board of Directors or the Executive Committee a matter for consideration or decision that raises a potential conflict of interest for any member of the board or the committee, the member shall disclose the potential conflict of interest as soon as he or she becomes aware of it, and shall withdraw from the meeting room during discussion, review, and voting in connection with the matter. The disclosure and withdrawal shall be recorded in the minutes of the meeting; and annual disclosures of potential conflicts shall be filed with the board by each member.

VENDOR RELATIONS

Vendors are treated fairly to avoid favoritism or appearances of impropriety.

UWMTA:

- *Affords all vendors the opportunity to offer or qualify their products or services on a competitive basis.

*Conducts all competitive bidding in a fair and professional manner, giving no special preferences or advantages to any vendor.

*Purchases all products and services under its purchasing policy procedures, which adhere to this Code of Ethics.

EQUAL OPPORTUNITY

UWMTA is an equal opportunity employer. UWMTA employees:

*Respect all co-workers and all other individuals without regard to race, color, religion, creed, age, sex, national origin or ancestry, marital status, veteran status, sexual orientation, or status as a qualified disabled or handicapped individual.

*Support affirmative action and equal employment opportunity programs throughout UWMTA.

*Refuse to engage in or tolerate in others any form of sexual harassment, as provided in the organization's policy against sexual harassment.

CONFLICT OF INTEREST

To avoid even the appearance of a conflict of interest which would tarnish the image of the organization and undermine the public's trust in all United Way organization, UWMTA employees:

*Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of UWMTA, including involvement with a current or potential UWMTA vendor, grantee, or competing organization, unless disclosed to and approved by the employee's supervisor.

*Refrain from participating in or influencing any decision or other action of UWMTA or any local United Way organization that could result in a direct or indirect benefit to his or her family or any organization with which the employee is substantially affiliated.

PERSONAL GAIN

No employee should accept any gratuity or favor for doing his or her job. UWMTA employees:

*Do not solicit or accept gratuities, gifts or favors, other than promotional gifts of nominal value, for themselves or their families.

*Do not accept food, transportation, lodging, or entertainment unless directly related to UWMTA.

*Do not use UWMTA resources for personal gain.

TRAVEL, ENTERTAINMENT AND RELATED EXPENSES

Travel, entertainment and related expenses are incurred on a basis consistent with the mission. Accordingly, expenses incurred will comply with policies adopted by the Board of Directors.

OUTSIDE EMPLOYMENT AND OTHER ACTIVITIES

Employees ensure that outside employment and other activities do not interfere with their responsibilities within UWMTA and do not adversely affect UWMTA. Employees are encouraged to inform their supervisor of any significant outside activities. Employees do not use UWMTA resources to facilitate any outside employment or other activity.

FAVORITISM

Favoritism based on family or close personal relationships is unfair to other employees. The appearance of favoritism is easily perceived, even in some cases of friendship that otherwise are harmless. Accordingly:

*Persons related to UWMTA employees by blood or marriage are not employed except under special circumstances that are clearly in the best interest of UWMTA and disclosed immediately to the Ethics Committees of the UWMTA Board of Directors.

UWMTA employees do not supervise or exercise management authority over staff with whom they have a relationship that adversely affects impartiality.

UWMTA employees consider the nature and appearance of their relationships with other employees to ensure that their decisions and actions are fair to all staff.

UWMTA employees with decision-making authority do not improperly influence the selection of consultants or service providers who are, are affiliated with, or employ or are employed by a person with whom they have a relationship that adversely affects impartiality.

SOLICITATIONS

UWMTA employees are not subjected to outside solicitation. Further, employees are free from unwarranted interruptions in the form of solicitations from other employees, in order to concentrate on work.

UWMTA employees:

*Do not solicit or distribute literature for purposes inconsistent with the UW mission of UW premises.

*Do not use UW working time for non-UW purposes.

*Are never required to contribute or respond to a solicitation for fear that their response will be a factor in their career standing.

CONFIDENTIAL INFORMATION

Confidentiality is a hallmark of professionalism.

UWMTA employees:

*Ensure that all information which is confidential or privileged or which is not publicly available is not disclosed inappropriately.

*Ensure that all non-public information of other persons or firms acquired by UWMTA personnel in dealing with outside firms on behalf of UW is treated as confidential and not disclosed.

DISCLOSURE

UWMTA employees and representative are encouraged to disclose any perceived breaches of the Code of Ethics of which they are aware. Disclosure should be made to the Director, a member of the Ethics Committee, or the Board of Directors. Any reported breaches will be investigated and appropriate action, if needed, will be taken. Confidentiality will be maintained for the employee disclosing the breach, unless the matter raises serious legal implications. In such instances, the employee disclosing the breach will be notified. UWMTA management will not take any adverse action against employees solely for disclosing perceived breached of the Code. UWMTA encourages all employees to be prompt, open, and forthright in reporting perceived breached of the Code of Ethics.

CERTIFICATE

This Code of Ethics is annually examined, updated and restated through a joint effort of board and staff representatives, and is approved by the Board of Directors.

Barbara Broughton, Committee Chairman

Board of Directors:

Steve Miller

John Zimmer

John Perrin

Barbara Broughton

Pat Benson

Dennis Long

Jim Humphreys

Kim Bergeson

Neil Maune, Jr.

Diane Addison

Kevin White

This Code of Ethics is renewed annually by and for the employees and representatives of UWMTA. It was approved on June 1, 2006.

President

Date