 United Way of Benton & Franklin Counties	Code of Ethics and Conflict of Interest Policy	PPP #	A.8.d
		Revision #	B
		Type:	Policy
		Dated Issued:	10/18/24
Document Group:	Accountability, Governance and Leadership	Scheduled Review Date:	October 2026
	System Citizenship	Page:	1 of 2

1. Policy Statement

The success of the United Way of Benton and Franklin Counties’ mission (UWBFC) depends upon the ethical conduct of everyone affiliated with our efforts. Volunteers, staff members, and others support the fulfillment of our mission through their high standards of performance, professionalism, and ethical conduct.

Volunteers, staff members, and others associated with UWBFC work exhibit ethical behavior by avoiding taking or appearing to take any action, or make any statement, intended to influence the conduct of UWBFC in such a 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, directors or officers.

2. Purpose

The purpose of this policy is to communicate key principles to guide volunteers, staff members, and others in making decisions and conducting the business of UWBFC with honesty, integrity, transparency, and fairness, and remain in compliance with applicable legal requirements. Upholding ethical standards and avoiding any conflict of interest or the appearance of a conflict of interest supports the positive reputation of and public’s trust in UWBFC.

3. Scope


All staff members and volunteers who are associated with United Way of Benton and Franklin Counties are subject to this policy.

4. Responsibilities

Staff members and key volunteers are responsible for completing the annual attestation, see attachment, and ongoing compliance with this policy. Attachment #1 outlines UWBFC’s expectations for compliance with this policy.

5. Principles

- 5.1 The following principles guide the conduct of UWBFC board and committee meetings:
- a. It is the responsibility of every board member to review the meeting agenda to identify whether or not they may have a potential conflict of interest . A board member will disclose, at the meeting, known conflicts of interest that could 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, directors, or officers. Should any conflict of interest be stated, then that person will leave the meeting room at the onset of any discussion

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	System Citizenship	Page:	2 of 2

directly related that agenda item. The person will be invited back into the meeting room by the chair upon conclusion of the related discussion. The board member who disclosed a conflict or potential conflict of interest will abstain from voting, and this abstention will be reflected in the meeting minutes.

- b. At a meeting where votes are taken to approve grant funding, place a contract or major capital item purchase, or motions committing UWBFC’s investment of assets, the board chair will ask board and staff members present to disclose any conflict of interest that could 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, directors, or officers. Should any conflict of interest be stated, then that person will leave the meeting room at the onset of any discussion directly related to the organization or company of which they are associated. The person will be invited back into the meeting room by the chair upon conclusion of the discussion. The board member who disclosed a conflict or potential conflict of interest will abstain from voting, and this abstention will be reflected in the meeting minutes.

5.2 Volunteers, staff members, and others are encouraged to seek guidance from the UWBFC Executive Committee or UWBFC President and CEO concerning the interpretation or application of this policy. Reports of possible breaches to this policy are handled in accordance with the UWBFC Whistleblower Policy.

6. Definitions

A conflict of interest is when an individual has a personal interest, or a business interest, that may interfere with the interests they must have as someone connected with UWBFC. A conflict of interest can cause one party to question what another party's intentions are. It can also call to question one’s ability to remain unbiased in thoughts, ideas and decisions. Common sources of conflicts of interest include nepotism, self-dealing, the issuance or receipt of gifts, or benefiting from insider knowledge.

7. Approval: Motion of the Board of Directors **Date:** 10/18/2024

8. References

E.9.a Whistleblower Policy
Annual Attestation to Code of Ethics and Conflict of Interest Policy

United Way of Benton & Franklin Counties

Annual Attestation to Code of Ethics and Conflict of Interest Policy

INSTRUCTIONS: Read pages 1 and 2. Complete form on page 3.

United Way of Benton & Franklin Counties (UWBFC) is committed to the highest ethical standards. We have an obligation to act ethically based on the unique public trust that has been placed in UWBFC. The success of our organization depends upon the ethical conduct of everyone affiliated with UWBFC. The Board of Directors, key volunteers and staff members set an example by their high standards of performance, professionalism, and ethical conduct. Policy A.8.d provides key principles to assist board members, volunteers, and staff members in making decisions that are ethical and in accordance with applicable legal requirements. All are encouraged to discuss any questions or concerns regarding this policy with the President and CEO or Chair of the Board.

PERSONAL AND PROFESSIONAL INTEGRITY – A personal commitment to integrity in all circumstances benefits everyone as well as the organization. We, therefore:

- Meet high standards of performance, quality, service, and achievement in working towards the United Way mission;
- Communicate honestly, openly and avoid misrepresenting the United Way;
- 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.

ACCOUNTABILITY – As a United Way, we are responsible to our stakeholders, who include fund recipients, donors, community partners, and others who have placed trust in us. To uphold this trust, we, therefore:

- Will be good stewards of UWBFC resources, including donations, grants, in-kind gifts, and all other revenues;
- Use organizational resources only for UWBFC purposes;
- Observe and comply with all laws and regulations affecting UWBFC and our operations;
- Distribute dollars to programs that serve our community, demonstrate accountability in their operations, and provide meaningful, measurable results as determined through a comprehensive review process;
- Demonstrate openness by timely posting financial information to our website and promptly responding to requests.

SOLICITATIONS AND VOLUNTARY GIVING – The most committed donors are those who are informed, involved, and appreciated. We, therefore:

- Promote voluntary giving of money and time for the benefit of the community;
- Refrain from any use of coercion in fundraising activities. UWBFC encourages board members, key volunteers, and staff members to ask for contributions after communicating the benefits and value of contributing to UWBFC.

DIVERSITY AND EQUAL OPPORTUNITY – UWBFC is an equal opportunity employer and is committed to diversity, equity and inclusion. We, therefore:

- Value, support, and embrace diversity in all aspects of UWBFC activities and respect others without regard to any legally protected status. United Way maintains an organizational culture that reflects awareness and sensitivity to individual abilities and appreciation of differences;
- Support inclusion and equal employment opportunity;
- Refuse to engage in or tolerate any form of discrimination or harassment.

CONFLICTS OF INTEREST – Conflicts of interest are inevitable in any community; however, the UWBFC must ensure that such conflicts do not diminish the reputation or the achievement of UWBFC's mission. A conflict of interest occurs when a person's individual interest in a situation differs from their obligations to the organization for which they work or volunteer. Such conflicts would be actions or decisions that an independent observer might reasonably question. This behavior would call into question the professional objectivity and ethics of the individual and compromises the integrity of the organization. We, therefore:

- Refrain from engaging in activities that create actual, perceived, or potential conflicts of interest;
- Disclose any financial, personal, or professional interests relating to activities that create or could create actual, perceived, or potential conflicts of interest;

United Way of Benton & Franklin Counties
Annual Attestation to Code of Ethics and Conflict of Interest Policy

- Refrain from participation in any discussion and abstain from voting or making decisions on matters relating to those conflicts. Conflicts and abstentions will be noted in meeting minutes;
- Disclose fully any situation that may be in doubt. Disclosure relates not only to personal conflicts, but also to one's related parties (e.g., spouse, children, parents, or partner).

Disclosure does not necessarily mean that a conflict exists. The President and CEO will determine if the disclosure is an actual conflict and may seek legal consultation if necessary. The conflict will be noted for future business decisions.

CONFIDENTIALITY AND PRIVACY – Confidentiality is a fundamental quality of professionalism. We, therefore:

- Ensure that all information that is confidential, privileged, or nonpublic, is not disclosed inappropriately;
- Refrain from use of information acquired in the course of volunteering or work for personal gain;
- Respect the privacy rights of all individuals in the performance of their UWBFC duties.

POLITICAL CONTRIBUTIONS – UWBFC policy is to not make contributions to candidates or political committee or to intervene in any political campaign for public office. We, therefore:

- Refrain from using UWBFC resources for political activities;
- Refrain from political activities that create the appearance of the activity is by or on behalf of UWBFC.

GUIDANCE AND DISCLOSURE – Board members, volunteers, and staff members are encouraged to seek guidance concerning the implementation of this policy. Any known or possible breaches should be disclosed as follows: board member should contact the President and CEO or Chair of the Board; staff members and key volunteers should contact a supervisor or the President and CEO. Reports of breaches will be managed in accordance with the UWBFC Whistleblower Policy.

ANNUAL VERIFICATION – Board members, key volunteers, and staff members annually complete the certification form confirming they have read and understand this policy.

DEFINITIONS

- **Immediate family members:** An individual's spouse, domestic partner, children, parents, siblings, and spouses of children and siblings.
- **Related parties:** Spouse, domestic partner, children, parents, siblings, and spouses of children; an organization of which there is a formal relationship between you or your immediate family members such as: board member; officer; partner; participate in management; or employment.
- **Key Volunteers:** All members of the UWBFC Board of Directors and committees appointed by the Board of Directors or who act under their direction, who perform their duties without compensation.

ILLUSTRATIONS: These examples are not all-inclusive but are intended to provide general guidance regarding the types of conflicts that should be disclosed:

- **Outside Interest:** To have a material financial interest in any outside organization that the individual has reason to believe makes payments to, or receives payments from, UWBFC for goods or services. (Example: Ownership of a company that sells supplies or services to, or serving on the board of a potential or funded service provider.)
- **Outside Activities:** To provide paid or unpaid board of director, management or consultation services to any person or organization that does business with UWBFC. (Example: UWBFC volunteer serving on an agency board that receives UWBFC funding.)
- **Gifts and Entertainment:** To accept gifts, entertainment or other favors from any person or organization that does or is seeking to do business with UWBFC if the gifts or entertainment were intended to influence or would influence the individual in the performance of their duties. (Example: Accepting gifts, dinners, trips, event tickets, etc. valued in excess of \$25 that are given to influence a business decision.)
- **Inside Information:** To disclose or use information relating to UWBFC business for personal profit or advantage. To influence the selection of staff members, consultants, or vendors who are related parties or have a financial interest that adversely affects the appearance of fairness. (Example: Notifying a potential funded service provider about future UWBFC funding decisions prior to public notification.)
- **Use of UWBFC Resources:** Use of equipment, facilities, personnel or other resources of UWBFC for personal or one's related parties benefit. (Example: Use of administrative services, computers, copiers, etc., for personal business.)

Certification: Complete, sign, and return this certificate to United Way of Benton & Franklin Counties (UWBFC). The UWBFC President and CEO will determine if disclosures are actual conflicts. Conflicts will be noted for future business decisions. This certificate will be kept on file for the duration of the board member's term, the key volunteer's active status, or the staff member's employment. Fully disclose any situation about yourself or your related parties that may be in doubt. Disclosure does not necessarily mean that a conflict exists.

United Way of Benton & Franklin Counties Annual Attestation to Code of Ethics and Conflict of Interest Policy

1. NAME: _____

2. UWBFC TITLE OR ROLE: _____

	YES	NO
Do you or any of your related parties have a material financial interest in any outside organization you have reason to believe has made payments to UWBFC for goods or services in the past year?		
Do you or any of your related parties have a material financial interest in any outside organization that you have reason to believe received payments from UWBFC for goods or services in the past year?		
Do you have a family relationship or a business relationship with any other officer, director, trustee, or employee?		
In the past year, did you or any of your related parties receive any gifts, entertainment, or other favors valued in excess of \$25 as a result of your relationship with UWBFC (excluding staff wages and benefits)?		
Do you or any of your related parties have an interest in any pending legal proceedings involving UWBFC?		
Do you or any of your related parties sit on a board or committee, or manage or are employed by any agencies that UWBFC funds or has funded in the past year?		
Are you aware of any other events, transactions, arrangements, or other situations that have occurred or may occur in the future that you believe should be examined by UWBFC President and CEO in accordance with the terms and intent of UWBFC Conflict of Interest Policy?		

If you answered YES to any of the above questions, please explain below:

I understand that each UWBFC employee and volunteer is responsible for adhering to the fundamental values and standards set in this policy. I have read and understand this policy and my responses to the above questions are complete and correct to the best of my knowledge. If I become aware of any information that might indicate this disclosure is inaccurate or that I have not complied with this policy, I will immediately notify the President and CEO or Chair of the Board. I agree to conduct myself in accordance with the fundamental values and standards of this Code of Ethics-Conflict of Interest Policy. I understand that this certification process is mandatory for all UWBFC board members, key volunteers, and staff members.

Signature

Date

Conflict Determination	This Section for Office Use Only
<input type="checkbox"/> Yes, a conflict is determined to exist.	
<input type="checkbox"/> No, a conflict does not exist.	
<input type="checkbox"/> Volunteer or staff member notified of final determination.	_____ Date Notified
_____ President and CEO Signature	_____ Date Reviewed
_____ Print Name of Legal Reviewer	_____ Date/Initials Entered in CRM
NOTE: All identified conflicts and any mitigating measures must be recorded in the space below.	