

# Middlesex United Way Code of Ethics

The Middlesex United Way (MUW) is committed to the highest ethical standards to preserve the community's trust in the organization and its operations. The Code of Ethics is intended to provide guidance to all those who represent MUW to ensure compliance with our mission and our fundamental values of respect, integrity, fairness, honesty and accountability.

## Equal Opportunity and Non-Discrimination

MUW acknowledges and affirms the important role and value that diversity plays within the agency as well as the community.

Middlesex United Way is an Equal Opportunity Employer. Respect and opportunity is afforded to all individuals with whom MUW interacts without regard to age, sex, race, religious creed, ancestry, color, veteran status, national origin, sexual orientation, marital status, familial status, mental retardation, learning disability, lawful source of income, physical disability, including, but not limited to, blindness or deafness, or any legally protected status.

## Employment Practices and Fair Treatment

MUW encourages opportunities for career development and growth among its employees by fostering an environment that is free of harassment or discrimination. All employees will be afforded fair treatment with evaluation based upon skills, qualifications and job performance.

The employees and volunteers of MUW will also afford vendors respect and professionalism. MUW will treat all vendors fairly to avoid favoritism or appearances of impropriety and afford all vendors the opportunity to offer or qualify their products on a competitive basis.

## Ethical Management

### Confidentiality

Since MUW is an organization to which many matters of a confidential nature are entrusted, its affairs must be held in strict confidence.

In order to make educated business decisions, confidential and non-public information is often discussed. MUW staff and volunteers will ensure that all non-public information of other persons or organizations is treated as confidential and not disclosed. Care will also be taken to protect privileged information which is not publicly available to ensure that it is not disclosed inappropriately to preserve MUW's reputation for professionalism and trustworthiness.

### Accountability

MUW has a responsibility to its staff, volunteers, donors and agencies to be accountable for all of the actions made on behalf of the agency. In order to remain in good standing MUW is committed to:

- Making full and fair disclosures of all relevant information to the donors.
- Promoting good stewardship and responsible management of all MUW resources.
- Spending donor money efficiently, objectively and honestly.
- Reporting all accounting figures accurately by complying with Generally Accepted Accounting principles and United Way of America standards

**Conflict of Interest**

All MUW employees and Board of Directors members will avoid any activity that conflicts, or appears to conflict, with the mission of MUW.

MUW employees and volunteers shall refrain from participating in or influencing any decision or other action of MUW that could result in a direct or indirect financial benefit to his/her family or any other organization with which he/she is affiliated.

In the event that a potential for a conflict of interest or an actual conflict becomes apparent to an employee or a member of the board, he/she shall immediately disclose such information to the Executive Director in order for appropriate actions to be taken according to the conflict of interest policy.

**Political Contributions/Activities**

The MUW is a community minded organization and thus participation in the political system can be welcomed and necessary.

Due to the charitable nature of MUW and its policy of non-discrimination, however, no political contributions shall be made by or on behalf of MUW. Similarly, no employee or volunteer shall use MUW as a forum for supporting individual candidates or fundraising on behalf of candidates or parties.

**Gifts**

No employee shall accept any gift/gratuity/favor other than a gift of nominal value for themselves or their families in exchange for performing his/her duties at MUW, nor use MUW resources for personal gain.

**Disclosure**

This Code of Ethics is supported by specific policies regarding: personnel, non-discrimination, confidentiality, conflict of interest, investment, vision and mission. Any perceived breach of this code, or related policies, should be immediately reported to the Executive Director, or the Chairman of the Board for his/her review and appropriate action.

Affirmed: May 6, 2004

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Signature

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Date