

United Way of Kankakee County Code of Ethics

Re-certified by the Board of Directors — May 26, 2006

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

United Way of America has a unique role as a national leader of philanthropy to benefit human services, and as a major resource to local United Way organizations. Throughout America, United Way organizations have earned public trust; nurtured by years of ethical, honest, and responsible charitable service by United Way of America and local United Way organizations. The continued success of United Way of America and local United Way organizations depends upon the ethical conduct of each organization, its employees and representatives.

United Way of America places the highest priority on its relationship with its members, the local United Way organizations. As part of this relationship, United Way of America responds to, serves, and supports its members in working to increase the organized capacity of people to care for one another. In an effort to achieve this goal, United Way of America strives to be the best they can be in their communities and throughout the nation.

United Way of America employees set an example for other non-profit organizations by their high standards of performance, professionalism, volunteer and charitable activities, helping of the less fortunate, and ethical conduct.

It is this example that we, the staff and Board of Directors of the United Way of Kankakee County, embrace with the intent of fostering an environment that promotes the ethical conduct required of us to carry out our duties and responsibilities by adhering to the following:

ACCOUNTABILITY AND EFFICIENCY

United Way of Kankakee County has responsibilities to its customers, which include Kankakee County United Way donors and other stakeholders. These customers have placed faith in United Way of Kankakee County . To uphold this trust, United Way of Kankakee County:

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

- Spends customers' money wisely, efficiently and objectively.
- Is a good steward of contributions that are utilized by United Way of Kankakee County to pay operating expenses and refrains from allowing expenditures of United Way of Kankakee County funds that by nature or amount do not directly advance United Way of Kankakee County 's mission.

RESPONSIBILITIES TO VOLUNTEERS

Volunteers who serve United Way of Kankakee County through its Board of Directors, or otherwise, are crucial to the success of United Way of Kankakee County. In order to assist volunteers in serving effectively and in gaining satisfaction from their service, United Way of Kankakee County:

- Supports volunteers so they can perform to the highest level of their contribution and personal satisfaction.
- Treats all volunteers with fairness, equity, and respect, providing appropriate mechanism for their views and interests to be expressed.
- Involves volunteers at appropriate levels and phases of the decision-making process.
- Assists in the development and the understanding of the roles of volunteers, sets clear standards of performance for volunteers, and appropriately recognizes their contributions.
- Provides benefits and perquisites to volunteers which are consistent with the spirit of voluntarism.

RESPONSIBILITIES OF VOLUNTEERS

Volunteers also represent United Way of Kankakee County and set examples through their ethical conduct and professionalism. Volunteers:

- Review the Code of Ethics of the United Way of Kankakee County and ensure that they adhere to the

spirit of the Code when making policy, or are otherwise managing the affairs, of the organization.

- Do not knowingly take any action, or make any statement, intended to influence the conduct of United Way of Kankakee County in such a way as to confer any financial benefit on themselves, their immediate family members, or any organization 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 a 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.