



United Way of Cass-Clay

VOLUNTEER SERVICE AGREEMENT

For the purposes of this agreement, the term volunteer shall include all individuals providing service to United Way of Cass-Clay (UWCC) without receiving payment or stipend, including but not limited to the UWCC Board of Trustees, committee members, event volunteers, and interns (member/s).

Service as a member of UWCC can create situations that may result in conflicts of interest or questions regarding the objectivity and credibility of the UWCC. It is important to the UWCC that members behave in a professional and ethical manner, disclose real or perceived conflicts of interest, and not participate in discussions or decisions related to any real or perceived conflicts of interest. Additionally, to properly function, the UWCC will have access to, and must be able to maintain the confidentiality of, information which is proprietary and confidential to its donors/investors and partners.

Accordingly, as a member, the undersigned hereby acknowledges and agrees as follows:

1. Code of Ethics. I agree to abide by the highest level of professionalism as set forth in the attached Code of Ethics.
 - a. Conflict of Interest. I shall not derive any personal profit or gain, directly or indirectly, by reason of my participation as a member of UWCC. I will disclose any personal interest which I may have in any matter pending before UWCC and shall refrain from participation in any discussion or decision on such matter.
 - b. Confidentiality. Information gained in the process of performing services for UWCC shall be considered confidential information. Conversation concerning confidential information for purposes outside of the assigned task is unacceptable. If members are asked for confidential information, they shall direct the inquiry to an employee of UWCC or the Chair of the Board of Trustees. Any member who is unclear about what information is considered confidential should consult an employee of UWCC or the Chair of the Board of Trustees.
Members who make available confidential information in an inappropriate manner have the potential to impair public relations, invite legal action, and/or be immediately dismissed from duty.
2. Volunteer Liability Release Agreement
I hereby release, indemnify, and hold harmless UWCC, the agencies, organizers, sponsors, and supervisors of all its activities, from all liability in connection with any injury (including any injury caused by negligence) received in conjunction with UWCC. I also hold harmless from liability any person transporting me to or from any UWCC activity.

By signing, I acknowledge I have read and understand the Code of Ethics and Liability Release Agreement.

Date

Signature

Printed Name



United Way of Cass-Clay

CODE OF ETHICS

Introduction

The mission of United Way of Cass-Clay (UWCC) is to inspire and activate the community to improve lives. To accomplish this mission, our community places a high degree of trust in UWCC's integrity. This trust is earned and comes with the responsibility to serve our community with the highest level of professionalism. The Code of Ethics presented below articulates the standards we set forth as an organization for all UWCC employees and Board of Trustees, committee members, event volunteers, and interns (member/s).

Personal and Professional Integrity: A personal commitment to integrity in all circumstances benefits everyone as well as the organization. We:

- Strive to meet the highest standards of performance, quality, service, and achievement in working towards the UWCC mission.
- Communicate honestly and openly and avoid misrepresentation.
- Exhibit respect and fairness.

Accountability: UWCC is responsible to its stakeholders, which include donors/investors, community partners, and others who have placed faith in United Way. We:

- Promote good stewardship of all resources, including allocations, grants, and other contributions.
- Will publish and widely disseminate an annual report that will provide transparency to the public in all critical areas of operation, including board and staff leadership, the mission, goals, and values of UWCC, the central governance structure, program activities and achievements, and financial statements.
- Will maintain accurate financial records and report our financial results in an accurate and timely manner.
- Will be honest and faithful fiduciaries and protect the public funds entrusted to us.
- Refrain from using UWCC resources for non-UWCC purposes.
- Observe and comply with all laws and regulations.

Fundraising: Giving is a personal decision; no form of coercion is acceptable. We:

- Accept only those gifts that are made in a non-coerced manner. UWCC management will address allegations of corporate coercion immediately.
- Use accurate and truthful solicitation and promotional materials.
- While being mindful of necessary and transparent administrative overhead costs, honor the known intentions of a donor regarding the use of donated funds.

Conflict of Interest: Representatives should base business decisions on UWCC's needs. We:

- Make full disclosure of all potential and actual conflicts of interest.
- Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of the UWCC, including involvement with a current or potential UWCC vendor, grantee, or competing organization unless disclosed to and not deemed to be inappropriate by the Board of Trustees.
- Ensure that outside employment and other activities do not adversely affect the performance of UWCC duties.
- Refrain from influencing the selection of employees, consultants, or vendors based only on outside relationships that adversely affect the appearance of impartiality.
- In the event a matter for consideration or decision that raises a potential conflict of interest for any individual, that individual shall disclose the potential conflict of interest as soon as he or she becomes aware of it, and shall withdraw from discussion, review, and decisions in connection with the matter. For Board of Trustee instances, the disclosure and withdrawal shall be recorded in the minutes.

Diversity and Equal Opportunity: UWCC is an equal opportunity employer and is committed to the principle of diversity. We:

- Respect all individuals without regard to race, color, creed, religion, national origin, sex, marital status, status regarding public assistance, disability, sexual orientation, or age.

Confidentiality: Confidentiality is a hallmark of professionalism. We:

- Ensure all information which is confidential or privileged or which is not publicly available is not disclosed inappropriately.
- Respect the privacy rights of all individuals.
- Sign a confidentiality statement as a part of the Code of Ethics Agreement as a condition of involvement with UWCC.
- When responding to requests from the media, we will refer the requests to a UWCC employee.
- Hold in confidence donor/investor lists and other information related to fundraising. Such information will not be used for any purpose external to the organization.

Confidential Information shall include but not be limited to:

- Information relating to UWCC's financial, regulatory, personnel, or operational matters
- Information relating to UWCC community partners, suppliers, donors, employees, volunteers, sponsors, or business associates and partners
- Business plans, sales and marketing plans, and contracts
- All information not generally known outside of UWCC regarding UWCC, regardless of whether such information is written, oral, electronic, digital, or other forms

Responsibilities to Volunteers: Members who serve through the Board of Trustees or in other capacities are crucial to the success of UWCC. We:

- 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.