

Statement of Core Values and Standards of Ethics

CORE VALUES

United Way of Salt Lake (UWSL) affirms the following core values:

Integrity. Our organization's activities, services, and programs are consistent with our stated mission, compatible with our organizational capacity, respectful of the interests of our varied constituencies, and managed with the highest level of professionalism.

Respect and Dignity. We respect the dignity and autonomy of each person, and the integrity, privacy, beliefs, and cultures of our varied constituencies – our employees, donors, volunteers, partners and others. Policies that govern our working relationships with these constituencies (e.g., privacy, confidentiality, fair process) reflect this commitment. We value respectful, reasoned dialogue with one another when we disagree.

Good Citizenship. We comply with all applicable federal, state, and local laws and regulations. We keep the broader interests of the community in mind, as we advance our own specific interests, and look for opportunities to work in partnership with those working in the private, public, and nonprofit sectors.

Care and Loyalty. As an organization, our individual board members exercise their duties of care and loyalty. Individual board members are reasonably informed and participate in board decisions in good faith. They do not use their position for individual personal advantage.

Truth-telling and Openness. We provide truthful information about our mission, strategies, outcomes, use of donations, and finances. We are accessible and responsive to members of the public who express an interest in the affairs of our organization.

Accountability. The true measure of our success as a nonprofit is whether individual lives – and our communities – change for the better as a result of our work. Being mission-focused, producing measurable outcomes, striving for continuous improvement, conducting data evaluation, and developing and maintaining sound financial management are important elements of our accountability.

Stewardship. We are able to accomplish our mission through the generosity of others. We respect donors' intentions and restrictions on the use of their gifts, and promote responsible stewardship of the resources they entrust to us for the accomplishment of our work. We value their privacy and do not share donor records.

Data Privacy. We respect the privacy of our partners and the clients that are served through our work. We do not share client data that is personal and/or identifiable. **Excellence.** We support and encourage visionary governance, exemplary management, excellent service, outstanding program delivery, and exceptional staff. We value and uphold high ethical and professional standards in all working relationships.

Adherence. UWSL adheres to the Standards of Ethics for Nonprofit Organizations in Utah adopted by the Utah Nonprofits Association (Exhibit A).

STANDARDS OF ETHICS

I) MISSION AND EVALUATION

- A) Mission Statement: "Our mission is to improve lives and build strong communities by uniting individuals and organizations with the will, passion, expertise and resources needed to solve problems."
 - 1) The mission of UWSL is developed, defined, and formally approved by the Board of Directors. Its activities and strategies are consistent with its mission.
 - 2) UWSL is always aware that its mission is accomplished through the generosity of others, and it owes its benefactors products which are competently managed and have been determined through research and data gathering to be needed by the communities it serves.
- B) Evaluation.
 - 1) UWSL periodically revisits its mission and regularly evaluates its strategic plan to determine if its mission should be modified, its products should be amended or discontinued, or new products are warranted.

II) GOVERNING BODY

UWSL is governed by a volunteer Board of Directors which represents the community it serves. The board determines the mission of the organization, establishes governing policies, ensures that UWSL is adequately resourced, monitors the organization's financial performance, and oversees delivery of outcomes and results.

III. AVOID CONFLICTS OF INTEREST

- A) Members of the Board of Directors, and staff, act in the best interest of UWSL, rather than on the basis of personal interests or the interests of third parties.
- B) UWSL has policies in place to prevent actual, potential, or perceived conflicts of interest.

IV. ADMINISTRATION OF STANDARDS

- A) Human Resource Policies. UWSL has human resource policies in place for its paid employees. Such policies establish clear expectations and provide for meaningful and effective performance evaluation.
- B) Diversity Policies and Practices. UWSL embraces a philosophy that values diversity, which its Board and staff actively strive to ensure throughout the organization.

V. FINANCIAL AND LEGAL ACCOUNTABILITY

UWSL practices sound financial management and complies with all relevant legal and regulatory requirements. Its financial systems ensure that accurate financial records are kept and that financial resources are used to further its mission and charitable purposes. It conducts periodic financial reviews to determine regulatory compliance.

- A) Financial Accountability.
 - 1) UWSL creates and maintains financial reports on a timely basis that accurately portray its financial status and activities.
 - 2) UWSL provides timely internal financial statements to the Administration/Finance Committee and Executive Committee, and on a periodic basis to the Board. Internal

financial statements identify and explain any material variation between actual and budgeted revenues and expenses.

- 3) UWSL makes its annual audited financial report and IRS Form 990 available to the public.
 - 4) UWSL's Whistleblower Policy provides employees and others with a confidential means to report suspected financial impropriety or misuse of its resources.
 - 5) UWSL has written financial policies governing: (a) investment of its assets; (b) internal control procedures;
- B) Legal Compliance and Accountability. UWSL is aware of and complies with all applicable federal, state, and local laws. These may include, but are not limited to: complying with laws and regulations related to fund raising; licensing; financial accountability; human resources; privacy, lobbying and political advocacy; and taxation.

VI. DISCLOSURE OF INFORMATION TO PUBLIC

- A) UWSL provides the public with truthful information about its mission, activities, and finances through its website. This information is available to the general public at any time.
- B) UWSL's officers and employees are accessible and responsive to members of the public who express interest in the affairs of the organization.

VII. FUND RAISING PRACTICES

UWSL respects the interests and intentions of its donors, partners, stakeholders, and the general public and is managed with a high level of professionalism and integrity. Unethical fund raising practices threaten public trust and violate UWSL's policies.

- A) Legal Compliance. UWSL solicits donations from the public and is properly organized as a tax-exempt charity, and is in compliance with both the spirit and the letter of all local, state, and federal laws governing charitable solicitations.
- B) Fund Raising Activities.
 - 1) UWSL uses solicitation and promotional materials that are accurate and truthful and identify the organization, its mission, and its intended use of solicited funds.
 - 2) UWSL does not engage in solicitation tactics that are coercive, intimidating, or deceptive.
 - 3) UWSL respects the integrity, privacy, and pride of those it serves and of its volunteers. Specifically, it does not use names, photos or case histories in any publicity or fund raising activities without prior written consent.
- C) Use of Gifts and Reporting.
 - 1) UWSL ensures that contributions are used in accordance with donors' intentions and obtains consent before altering the intended use of a restricted gift.
 - 2) UWSL accurately records and receipts gifts and reports to donors and the public in a timely way on the use and management of contributed funds.
- D) Fund Raising Management.
 - 1) UWSL informs the board, staff and volunteers of its fund raising and financial reporting practices and their importance to the integrity of UWSL's mission.
 - 2) UWSL assumes responsibility for its own actions and the actions of all others acting on its behalf.
 - 3) UWSL's fundraising costs are not excessive in relation to the costs of programs and activities directly related to its mission.

- 4) UWSL compensates resource development staff with a salary or fixed fee, and not on a percentage-based compensation or a commission. UWSL will not pay any fee to a third party for the completion of a gift.

VIII. PUBLIC POLICY ADVOCACY

- A) Policies. UWSL takes public policy positions on issues related to its mission, has written internal policies in place that define the process it uses to decide whether it should take a stand on specific public policy issues, and the public policy positions it takes. Votes on public policy issues must get a 75% affirmative vote from Board members who are present to move the issue forward.

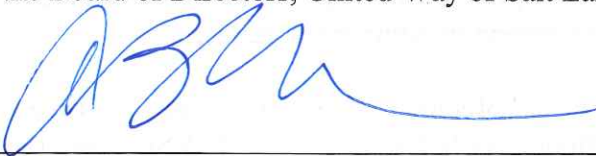
IX. INFORMATION MANAGEMENT

- A) Structure. UWSL has policies in place that identify who has access to certain information and security procedures in place to prevent unauthorized access.
- B) UWSL has a Donor Information Privacy Policy in place which ensures personal information on individual clients, donors, employees and others is kept confidential unless permission to release information has been obtained.
- C) UWSL has a Website Privacy Policy to ensure that those visiting its website understand why UWSL collects particular information and how their personal privacy is protected.
- D) UWSL has a Data Privacy Policy in place to protect data that is gathered and distributed to ensure that individual or aggregate data is not used improperly. Within our data collection efforts, we abide by all local, state and federal laws.
- E) Social Media. All social media tools available to staff and volunteers must be accessed and used in a responsible manner. E-mail, Facebook, Twitter, Instagram, Linked In, Everyone Social, blogs, and other electronic means of communications are used only to promote the products and activities of UWSL. Use of these applications to communicate and engage with the public must be in accordance with all applicable Federal policies. UWSL's systems are not used for any activity that could be harmful, illegal, or embarrassing to UWSL, or any of its Board, staff or stakeholders, in any way.

X. ENFORCEMENT

Enforcement of this code shall commence promptly following notice to the President and CEO of any violation or alleged violations of this policy. If the President and CEO is in violation of this policy, notice will be made to the Chair of the Board of Directors. Following notice, steps will be taken by UWSL to determine what, if any, disciplinary actions should be taken.

Adopted by the Board of Directors, United Way of Salt Lake, this 9th day of October, 2014.



Allen B. Alexander
Chair, Board of Directors

United Way of Salt Lake

serving Davis, Salt Lake, Summit, and Tooele Counties

United Way of Salt Lake
**RECEIPT AND ACKNOWLEDGMENT of
Statement of Core Values and Standards of Ethics**

I, _____, have received a copy of the Statement of Core Values and Standards of Ethics adopted by the Board of Directors of United Way of Salt Lake.

I have read and reviewed the Statement of Core Values and Standards of Ethics and familiarized myself with the contents. I will actively engage in a good faith effort to meet each of the core values and standards of ethics of the organization as outlined in the document.

Signature: _____

Date: _____