

CAUW Code of Ethics

As a member of United Way Worldwide, the Capital Area United Way (CAUW) strives to embody all that it means to *Live United*. Based on the unique trust placed in the CAUW to serve the public good, we have a special obligation to act ethically.

The success of our organization and reputation depends upon the ethical conduct of everyone affiliated with the CAUW. Staff, board members, and volunteers set an example for each other by their pursuit of excellence in high standards of performance, professionalism, and ethical conduct.

Our Code of Ethics is based on our mission and guided by the fundamental values of integrity, impact, volunteerism, inclusiveness, and leadership.

While no document can anticipate all the challenges that may arise, our Code of Ethics communicates key guidelines to assist CAUW staff, board members, and volunteers in making good decisions, that are ethical and in accordance with applicable legal requirements. All are encouraged to discuss any questions or concerns that they have with a member of the Executive Director or Board President.

CAUW Ethical Principles

- INTEGRITY
- ACCOUNTABILITY
- INDEPENDENCE AND IMPARTIALITY
- RESPECT FOR THE DIGNITY, WORTH, EQUALITY, DIVERSITY AND PRIVACY OF ALL PERSONS

These principles apply to all CAUW staff, board members, and volunteers.

INTEGRITY

To behave in accordance with ethical principles, intellectual honesty, and fairness CAUW staff, board members, and volunteers are expected to:

- Observe the law at all times.
- Demonstrate the same standards of integrity in their personal pursuits as they do in their efforts with CAUW.
- Protect any confidential information provided to CAUW.
- Report suspected wrongdoing of CAUW ethical principles to Executive Director or Board President.
- Demonstrate discretion in CAUW communications, emails, or social media activities.

ACCOUNTABILITY

To take responsibility for one's actions, decisions, and their consequences CAUW staff, board members, and volunteers are expected to:

- Take responsibility for carrying out the duties of their position to the best of their abilities.
- Take responsibility for their decisions and for the consequences of their actions.
- Ensure that the human, financial, and material resources entrusted to them are used optimally for the benefit of CAUW.
- Bear in mind that they speak for CAUW when speaking to the media on behalf of CAUW.

INDEPENDENCE AND IMPARTIALITY

To conduct oneself with the interests of CAUW and to ensure that personal views do not compromise ethical principles, duties, or interests of CAUW, staff, board members, and volunteers are expected to:

- Disclose promptly and fully any conflict of interest per the CAUW Conflict of Interest policy.

RESPECT

To respect the dignity, worth, equality, diversity, and privacy of all persons CAUW staff, board members, and volunteers are expected to:

- Respect and value differences.
- Treat others with tact, courtesy, and respect.
- Maintain an atmosphere of courtesy and mutual respect.
- Abstain from and actively discourage all forms of harassment, including verbal, nonverbal, written, or physical abuse.
- Never engage in acts of sexual harassment, and report any they become aware of to the Executive Director or Board President.

USING THE CODE OF CONDUCT

These principles are to be observed by CAUW staff, board members, and volunteers at all times. The Code of Ethics is intended to provide guidance to help resolve ethical dilemmas. The issues listed in the Code are not exhaustive and do not seek to include every potential ethical dilemma.