

PATRIOT ACT STATEMENT

Do you certify that your organization does not knowingly employ individuals or contribute to the entities or persons on either the Department of Treasury’s Office of Foreign Assets Control Specially Designated Nationals List or the Terrorist Exclusion List?

Please sign and date below

Name of Agency: _____

Agency Board Chair/President: _____

Agency Treasurer: _____

Agency Executive Director/Director: _____

CODE OF ETHICS

United Way of Gordon County and its agencies are synonymous with charitable service. The general public associates the United Way name with thousands of worthy causes all over the country. For many people, United Way is the primary way they meet their desire to help their fellow human beings. As such, United Way of Gordon County and its member agencies have earned public trust, nurtured by years of ethical, honest and responsible charitable service. The continued success of United Way depends upon the ethical conduct of each organization, its employees and representatives.

The following Code of Ethics is designed to promote and foster high standards of performance, professionalism, and principled conduct among United Way employees, board members, volunteers, and the employees, board members, and volunteers of member organizations.

PERSONAL INTEGRITY: A personal commitment to integrity in all circumstances benefits each individual as well as the organization.

- Respect and seek out the truth and avoid misrepresentation.
- Ensure fairness and objectivity in all activities.
- Set an example for high standards of professionalism.
- Honor the right of privacy of all people, including co-workers, contributors, and beneficiaries.
- Promote public confidence in philanthropic institutions.

PROFESSIONAL EXCELLENCE: As employers, the United Way and its agencies promote professional excellence and encourage open and honest communication among all employees to create an atmosphere conducive to personal growth and career development.

- Encourages employee development and communicates with personnel to help them achieve their goals and increase their self-esteem through job enrichment.
- Evaluates employees on a fair and consistent basis, so that all employees know what is expected of them and how they are progressing toward fulfilling expectations.
- Shows respect and empathy for employees and is considerate while being mindful of managerial responsibilities.
- Regularly solicits and respects the opinions of subordinates.
- Strive to meet performance standards at the highest levels.
- Refuse to engage in or tolerate any fraud, misuse, abuse, or waste of resources.
- Encourage growth and self-improvement in themselves and their co-workers.
- Exhibit respect for co-workers and all those with whom they come in contact.
- Have the courage to face situations squarely and offer a minority opinion when necessary.
- Examine all alternatives with the understanding that the easiest action is not always in the best interest of the organization.
- Comply with all legal requirements concerning substance abuse.
- Comply with all other laws and regulations affecting the organization and their personal obligations.
- Discuss any questions concerning interpretations or compliance with the Code of Ethics with their manager or other designated person.
- Encourage the reporting of breaches of the Code and protect those who report.

ACCOUNTABILITY AND EFFICIENCY: United Way has responsibilities to its customers, which include local organizations, donors and other stakeholders.

- Make full and fair disclosure of all relevant information to customers who have a right to know how their dollars are spent.
- Spend customers' money wisely, efficiently, and objectively.
- Be good stewards of administrative expenditures, which pay for operating expenses, salaries, and employee benefits, and refrain from expenditures that do not directly advance the agency's mission.

RESPONSIBILITIES TO VOLUNTEERS: Volunteers are crucial to the success of United Way and its agencies.

- 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.
- Shall disclose any 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.

VENDOR RELATIONSHIPS: Vendors should be treated fairly to avoid favoritism or appearances of impropriety.

- Afford all vendors the opportunity to offer or qualify their products or services on a competitive basis.
- Conduct all competitive bidding in a fair and professional manner, giving no special preferences or advantages to any vendor.

EQUAL OPPORTUNITY: United Way and its agencies are equal opportunity employers.

- Respect all co-workers and all other individuals without regard to race, color, religion, creed, age, sex, national origin or ancestry, marital status, veteran status, sexual orientation, disability, or handicap.
- Refuse to engage in or tolerate in others any form of sexual harassment.
- Strive to create an environment conducive to professionalism.

PERSONAL GAIN: No employee should accept any gratuity or favor for doing his or her job.

- Do not solicit or accept gratuities, gifts, or favors other than promotional gifts of nominal value, for themselves or their families.
- Do not accept food, transportation, lodging, or entertainment unless directly related to agency business.
- Do not use agency resources for personal gain.

OUTSIDE EMPLOYMENT AND OTHER ACTIVITIES: Employees should ensure that outside employment and other activities do not interfere with their responsibilities within their organization and do not adversely affect it.

- They are encouraged to inform their supervisor of any significant outside activity.
- They should not use agency resources to facilitate any outside employment or other activity.

FAVORITISM: Favoritism based on family or close personal relationships is unfair to all others.

- Persons related to agency employees by blood or marriage are not employed except under special circumstances that are clearly in the best interest of the organization.
- Employees do not supervise or exercise management authority over staff with which they have a relationship that adversely affects impartiality.
- Employees consider the nature and appearance of their relationships with other employees to ensure that their decisions and actions are fair to all staff.
- Employees with decision-making authority do not improperly influence the selection of consultants or service providers who are affiliated with or employed by a person with whom they have a relationship that adversely affects impartiality.

CONFIDENTIAL INFORMATION: Confidentiality is a hallmark of professionalism.

- Ensure that any information which is confidential or privileged or which is not publicly available is not disclosed inappropriately.
- Ensure that all non-public information of other persons or firms acquired by agency personnel is treated as confidential and not disclosed.

DISCLOSURE: Agency employees and representatives are encouraged to disclose any perceived breaches of the Code of Ethics of which they are aware. Disclosure should be made to a supervisor or a Board member. Any reported breaches will be investigated and appropriate action taken, if needed. Confidentiality will be maintained for the employee disclosing the breach, unless the matter raises serious legal implications. In such instances, the employee reporting the breach will be notified. Management will not take any adverse action against employees solely for disclosing perceived breaches of the Code. United Way encourages all employees to be prompt, open, and forthright in reporting perceived breaches in the Code of Ethics (Adopted February 1990; Amended January 2004, Amended 2009)

Please sign and date below

Name of Agency: _____

Agency Board Chair/President: _____

Agency Treasurer: _____

Agency Executive Director/Director: _____

STATEMENT OF AGREEMENT
between
UNITED WAY OF GORDON COUNTY
and

(Participating Agency/Organization)
for the period beginning August 1, 2019 and ending July 31, 2020

SECTION 1

Both Parties Agree To:

- A. Maintain a responsible, governing board whose members serve without pay, are representative of the community, and meet at regular intervals.
- B. Furnish each other Board of Director rosters and, on request, the by-laws/constitution. Also, to communicate significant changes during the year.
- C. Offer opportunity for participation in programs, services, policy designation, and staff employment to persons regardless of race, religion, age, sex, national origin, and disability.
- D. Adhere to the United Way Code of Ethics.

SECTION 2

The United Way Agrees To:

- A. Recognize and respect the autonomy of the Participating Agency, through its governing Board, to determine its own policies and to manage its own programs, within the scope and spirit of this agreement.
- B. Conduct a yearly campaign for operating funds and to set goals for this campaign with consideration for the financial needs of the Participating Agency, the economic climate, and the long-range goals of the United Way.
- C. Honor designated pledges to agencies. When total designated pledges to Participating Agency exceed the amount allocated by United Way in any given year, the excess shall go to the agency less an administrative charge to be determined annually by the United Way Board of Directors.
- D. Conduct an annual volunteer citizen's review fund distribution process. Participating Agencies shall be eligible to appeal for and receive undesignated funds during this process.
- E. Maintain responsible stewardship on behalf of contributors, Participating Agencies, and the community at large, by making records of campaign allocations available to the public.
- F. Keep comprehensive and accurate financial records in accordance with generally accepted accounting principles and to have these records audited annually by an independent auditing firm or CPA.
- G. Keep channels of communication open to the Participating Agencies for discussion of matters of common concern.
- H. United Way shall not be held liable for any illegal actions of a Participating Agency.

SECTION 3

The Participating Agency Agrees To:

- A. Satisfy the corporation laws of the State of Georgia as a not-for-profit corporation.
- B. Obtain and keep in effect a ruling from the United States Treasury Department that states the agency is not a private foundation that it is exempt from payment of income tax and that gifts to the agency are deductible for income tax purposes. Copies of these 501 (c) (3) rulings are to be submitted to the United Way.
- C. Keep comprehensive and accurate financial reports in accordance with generally accepted accounting principles.
- D. Adhere to the United Way policy of supplemental fund raising.

- E. Participate actively in the annual campaign by speaking to employee groups, serving in various campaign cabinet capacities, agreeing to offer giving opportunities to all employees of the Participating Agency, and being in attendance at campaign events.
- F. To support the United Way effort throughout the year, including identification as a United Way agency at the agency’s location, in all publicity, and through educational efforts in the community.
- G. Cooperate with United Way in all phases of the Citizen Review Process (Allocations Process).
- H. Inform the United Way of major program emphasis shifts and new, expanded, or deleted programs through the Citizen Review Process.
- I. Provide all required financial, program, and client information on United Way funded programs.
- J. Annually review this agreement with Participating Agency Board of Directors prior to its execution and submission to United Way.
- K. A Participating Agency shall not be held liable for legal or illegal action of the United Way of Gordon County.
- L. Maintain a fund-raising registration with the Georgia Secretary of State which must be renewed annually.

SECTION 4

Termination/Suspension:

- A. Participating Agencies may terminate the relationship created by this agreement on sixty (60) days’ notice which may be given at any time. Any such termination must be by written notification from the Board of Directors of the Agency and funding shall cease on the effective date of the termination.
- B. United Way reserves the right to terminate the relationship created by this agreement on six (6) months’ notice. Termination of the relationship ends all funding at the conclusion of the six (6) months’ notice. Said termination will be by written notice from the Board of Directors of United Way.
- C. During the annual allocation process, if a United Way funded agency:
 - a. Receives a **qualified or adverse** audit
 - b. The agency will be automatically suspended from allocation funding until such time as an unqualified audit is received in the United Way office.

Please sign and date below

Name of Participating Agency/Organization: _____

Agency Board Chair/President: _____

Agency Treasurer: _____

Agency Executive Director/Director: _____

UWGC Board President: _____

UWGC Executive Director: _____