

Green Mountain United Way Conflict of Interest and Code of Conduct Policy

Mission: Mobilizing communities to create lasting changes in local conditions that will improve lives.

Vision: We will build a stronger community by mobilizing our communities to improve people's lives.

- Energize and inspire people to make a difference.
- Craft human care agendas within and across our communities.
- Build coalitions around these agendas.
- Increase investments in these agendas by expanding and diversifying our own development efforts and supporting those of others.
- Ensure that these investments have measurable, recognizable impact.
- Reflect the diversity of the communities we serve.

Code of Ethics: We will hold ourselves to the highest ethical standards both in human and financial responsibility.

- Improve the overall quality of life in the communities we serve.
- Lead by encouraging and motivating.
- Be effective, efficient and good stewards of donors' investments.
- Accountable for actions and for results.

Statement of Belief

It is our belief that through the work of the Green Mountain United Way we can increase the organized capacity of people to care for one another. We seek to improve the overall quality of life in the communities we serve. As a leader in the community we work to bring together organizations and people to rejoice in the great strides our communities have made and to seek new ways to solve community problems.

Statement of Policy

All elected and appointed volunteers and employees of the Green Mountain United Way hold positions of trust with each other and the community we serve. By accepting their respective positions, each individual assumes fiduciary and /or legal responsibilities that cannot be delegated. These responsibilities require them to conduct the affairs of the Green Mountain United Way with loyalty to the mission of the organization without incurring conflicts of interest or the appearance of conflicts of interest.

Each volunteer and employee of the Green Mountain United Way has a duty to:

1. Assure the affairs of the Green Mountain United Way are conducted in a manner that fosters the favorable image and reputation of the Green Mountain United Way, its volunteers and employees
2. Avoid potential conflicts of interest and personal gain; and
3. Maintain and promote integrity in the administration and operation of all affairs of the Green Mountain United Way

Policies

The following policies are designed to ensure that the business of Green Mountain United Way is conducted with the highest code of conduct for both volunteers and employees.

- A. **Personal information:** No person shall give information such as home or email address, phone number, medical history, employer, employment history or salary without the permission of the person
- B. **Donor Lists:** No person shall give any information related to donations given to Green Mountain United Way as it relates to home or email address, phone number, giving history, financial status or marital status without the permission of the person. Donor lists will not be sold, rented or exchanged.
- C. **Confidential Information:** No person shall disclose confidential information regarding the affairs of the Green Mountain United Way, such as financial information or information concerning agencies and donors, to any person not authorized to have such information.
- D. **Technology and Equipment:** Technology and equipment purchased for the Green Mountain United Way shall be used for the operation of the organization and not for personal use. Inappropriate barriers, individual log-ins for network access, specific applications, computer games, private passwords with lockouts, or any other anti-break-in protection is prohibited.
- E. **Conflict of Interest:** Each volunteer or employee shall disclose any information about a possible conflict of interest. The individual will take all appropriate steps to avoid situations which could be construed as conflicts of interest. No director, officer or employee shall serve on a board or receive any compensation from an agency that receives funds from the Green Mountain United Way without permission of the Green Mountain United Way.
- F. **Misuse of Position:** No person shall position himself or herself to gain personally by virtue of misuse of his or her Green Mountain United Way position. Such conduct will be considered a breach of loyalty and good faith.
- G. **General Conduct:** Any person shall not engage in criminal, dishonest or notoriously disgraceful conduct.
- H. **Post-elected-official and employees:** No volunteer shall be eligible for employment with the Green Mountain United Way until one year after expiration of his or her term. No employee shall be eligible for a volunteer position with the Green Mountain United Way until one year after expiration of his or her employment with the Green Mountain United Way.

Sanctions

A volunteer or employee found to have violated any of the foregoing policies shall be subject to removal from the Green Mountain United Way organization in accordance with applicable law, and Green Mountain United Way policy; and bylaws.

I hereby acknowledge that I have read and understand the above, and will uphold the same.

Signature

Date