



Mile High United Way

We can do more together.SM

*Mile High United Way's Code of Ethics
Adopted by Board of Trustees on
August 10, 2005*

A Message from Mile High United Way's Board of Trustees

As volunteers, employees, and representatives of Mile High United Way (MHUW), we have a responsibility to uphold the highest ethical standards-both for ourselves and for the benefit of our community. We believe these standards go beyond compliance with laws and regulations-calling us to fulfill higher obligations as stewards of the public trust.

As we read the Code of Ethics (Code), we must remember that it is more than a set of standards and responsibilities. It is a way of connecting our values and our ideals with the work we do every day.

This Code is meant to help us further the discussion of ethics in our workplace. It also encourages us to seek guidance and clarification when we have questions about applying our principles and standards. The involvement of all our employees and volunteers is essential to upholding these principles and standards. Only by continuing to work together on these issues can we ensure that Mile High United Way fulfills its commitment to build and maintain the public trust in all that we do.

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CODE OF ETHICS

Mile High United Way's mission is to unite and focus the community's resources to help people help themselves. At one time or another, people need help caring for a family member, finding a safe place for their children, or learning new skills. We are the leading resource for uniting communities, agencies and donors in shaping a community agenda that identifies the health and human service problems of our community and finds the best ways to solve them. This critical role requires that all of us involved at Mile High United Way, who foster such an essential public good, must assume the responsibility of earning and preserving public trust.

The success of Mile High United Way and our reputation depend upon the ethical conduct of everyone affiliated with our organization. Volunteers, staff and representatives set an example for each other by their pursuit of excellence and their high standards of performance, professionalism and ethical conduct.

The Code communicates key guidelines that will assist volunteers, staff and representatives in making good decisions that are ethical and in accordance with applicable legal requirements.

1. PERSONAL AND PROFESSIONAL INTEGRITY

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

- Strive to meet the highest standards of performance, quality, service and achievement in working towards MHUW's mission; and
- Communicate honestly and openly and avoid misrepresentations.

2. ACCOUNTABILITY

MHUW is responsible to its stakeholders, which includes donors, agencies and the community-at-large. To uphold this trust we:

- Promote good stewardship of MHUW resources;
- Maintain fair and accurate financial records and make full and fair disclosure of all relevant financial information;
- Refrain from using organization resources for non-MHUW purposes; and
- Observe and comply with all laws and regulations affecting MHUW.

3. SOLICITATIONS AND VOLUNTARY GIVING

The most responsive contributors are those who have the opportunity to become informed and involved. We therefore:

- Promote voluntary giving in dealing with donors; and
- Refrain from any use of coercion in fundraising activities, including predicating professional advancement on response to solicitations.

4. INCLUSIVENESS AND EQUAL OPPORTUNITY

Mile High United Way is an equal opportunity employer and is committed to the principle of inclusiveness. We therefore:

- Value, champion and embrace inclusiveness in all aspects of MHUW activities; and
- Support affirmative action and equal employment opportunity programs throughout MHUW .

5. CONFLICT OF INTEREST

To maintain the public's and donors' trust MHUW's trustees, staff and representatives must avoid any conflict of interest or the appearance of a conflict of interest. We therefore:

- Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of MHUW;
- Disclose any actual or potential conflict of interest or business dealings with MHUW; and
- Refrain from voting on, or acting with regard to, any matter which may involve a conflict.

6. CONFIDENTIALITY AND PRIVACY

Confidentiality is a hallmark of professionalism. We therefore treat confidential matters with care and avoid inappropriate disclosure.

7. POLITICAL CONTRIBUTIONS

Mile High United Way encourages individual participation in civic affairs. However, as a charitable organization, Mile High United Way may not make contributions to any candidate for public office and may not intervene in any political campaign on behalf of or in opposition to any candidate for public office. We therefore:

- Refrain from using any organizational financial resources, facilities or personnel to endorse or oppose a candidate for public office; and
- Clearly communicate that we are not acting on behalf of the organization, if identified as an official of Mile High United Way, while engaging in political activities in an individual capacity.

GLOSSARY OF TERMS

Candidate for Public Office: An individual who offers herself or himself or is proposed by others as a contestant for an elected public office, whether such office is federal, state or local.

Donors: All individuals and entities that make charitable or in-kind contributions to MHUW.

Representatives: Individuals who provide personal services to MHUW as independent contractors, consultants, or loaned executives.

Staff: All individual, who provide services to MHUW as employees.

Volunteers: All members of MHUW Board of Trustees and committees appointed by the Board of Trustees, who perform their MHUW duties without compensation.