**UNITED WAY OF SOUTH SARASOTA COUNTY, INC**

**CONDUCT AND ETHICS POLICY FOR DIRECTORS AND EMPLOYEES**

It is the general policy of United Way South Sarasota County (“UWSSC”) to conduct our activities and transactions with the highest level of integrity and ethical standards and in accordance with all applicable laws. In carrying out the practice, we have adopted the following Conduct and Ethics Policy for Directors and Employees (“Policy”).

The Policy covers a wide range of principles and practices. It does not cover every issue that may arise, but is intended to set out basic principles to guide our Board of Directors (“Directors”) and employees, volunteers and interns. All Directors, employees, volunteers and interns must conduct themselves accordingly and seek to avoid even the appearance of improper behavior.

Those who violate the standards in this Policy or who fail to cooperate with management directions given to effect compliance with this Policy may be subject to disciplinary action, possibly including termination of employment

If you have any questions regarding this Policy, you should address these questions to the President/CEO.

**BASIC PRINCIPLES AND PRACTICES**

***COMPLIANCE WITH LAWS, RULES AND REGULATIONS***

This Policy requires that the UWSSC’s activities comply with both the letter and the spirit of all applicable laws, rules and regulations. Although not all employees are expected to know every detail of these laws, rules or regulations, it is important to know enough to determine when to seek advice from a supervisor. Any question or concern regarding legal compliance should be directed to the President/CEO.

***CONFIDENTIALITY***

No Director or employee may disclose to any unauthorized person, or use to the disadvantage of the UWSSC or any of its constituents or donors, any confidential information concerning the UWSSC or confidential information regarding any constituent or donor.

***CONFLICTS OF INTEREST***

In the event a Director or employee knows or has reason to know that he or she (or a member it his or her immediate family) has an interest (financial or otherwise) which conflicts with the interest of the UWSSC, such person shall disclose such conflict to the President/CEO of the UWSSC (or to the Chairman of the Board of Directors if such conflict involves the President/CEO.

Reference: UWSSC Conflict of Interest Policy

***PROTECTION AND PROPER USE OF UWSSC ASSETS***

All Directors and employees are obligated to protect our property from inappropriate use, damage, loss and theft. No one may use UWSSC property, information or his or her position form improper personal gain. Our property includes our office, equipment, computers, e-mail and other communications systems, funds and records, as well as our organizational name. UWSSC property may be used only for UWSSC business, unless prior written approval is granted. Certain incidental personal use of UWSSC property, such as communications systems, may be permitted, No Director or employee shall utilize any asset of the UWSSC, or any affiliation with the UWSSC, in connection with the promotion of any partisan politics or religious matters. Any suspected incident of inappropriate use, damage, loss or theft of UWSSC property must be immediately reported to the President/CEO.

***EMPLOYMENTY PRACTICES***

We are committed to maintaining and supporting a diverse workforce through equal employment opportunity. Decisions regarding hiring, compensation and termination must be made without discrimination on the basis of race, color, sex, sexual orientation, age, religion, national origin, disability or other categories as provided by law. We are committed to maintaining a work environment free from harassment and intimidation of any type with respect to our employees, constituents, donors and suppliers.

***ACCEPTANCE OF FINANCIAL ADVANTAGE OR GAIN***

No Director or employee shall, in conjunction with his or her affiliation with the UWSSC, accept or seek (or knowingly take any action or make any statement with the intent that such action or statement will confer) any financial benefit, advantage or gain on such person or on any entity or organization in which the person has an interest or affiliation, other than items of nominal value.

**COMPLIANCE PROCEDURES**

We must all work to ensure prompt and consistent action against violations of this Policy. However, in some situations, it is difficult to know right from wrong. Since we cannot anticipate every situation that will arise it is important that we have a way to approach a new question or problem. These are the steps to keep in mind

* *Make sure you have all the facts.* In order to reach the right solutions, one must be as sully informed as possible
* *Ask yourself: What specifically am I being asked to do?* Does it seem unethical or improper? This will enable you to focus on the specific question you are faced with, and the alternatives you have. Use your judgment and common sense; if something seems unethical or improper, it probably is
* *Clarify your responsibility and role.* In most situations, there is shared responsibility. Are your colleagues informed? It may help to get others involved and discuss the problem.
* Discuss the problem with the President/CEO*.* This is the basic guidance for all situations. In many cases, the President/CEO will be more knowledgeable about the question, and will appreciate being brought into the decision-making process. Remember that it is the responsibility of the President/CEO to help solve problems. In the event it is inappropriate to discuss an issue with the President/CEO, or if you do not feel comfortable approaching the President/CEO with your question, you may also contact the Chairman or the Board of Directors or the Vice Chairman of the Board of Directors, as appropriate.
* *You may report ethical violations in confidence and without fear of retaliation.* If your situation requires that your identity be kept secret, your anonymity will be protected.
* *Always ask first, act later.* If you are unsure of what to do in any situation, seek guidance before you act.

**REPORTING VIOLATIONS OF THIS CODE**

If you become aware of a violation of this Policy or believe that a violation may take place in the future, you must promptly report the matter. Failure to report a known violation allows misconduct to go un-remedied and may itself be grounds for discipline.

Ordinarily, the report may be made to your immediate supervisor or the President/CEO. Such reports may be made anonymously.

We will not allow retaliation against you for reporting a possible violation of this Policy. However, we may take whatever action is appropriate if it can be shown that the report was knowingly false. Retaliation for reporting a federal offence is illegal under federal law and prohibited under this Policy. Such retaliation will result in discipline up to and including termination of employment or service and may also result in criminal prosecution. You are protected from retaliation even if the investigator does not agree that there has been a violation. However, if you were involved in the improper activity being reported, the fact that you reported it will not necessarily prevent you from being disciplined for participation in the violation. In these circumstances, we may consider your conduct in promptly reporting the information as a mitigating factor in any disciplinary decision

Reference: UWSSC Whistleblower Policy

**IMPLEMENTATION**

All Directors and employees must sign a statement certifying that they have read and understand this Policy. Violations of this Policy may result in disciplinary action, up to and including termination of employment.

ACCEPTED and APPROVED by the Board of Directors of THE UNITED WAY OF SOUTH SARASOTA COUNTY, INC., effective this 20th day of August, 2020

UNITED WAY OF SOUTH SARASOTA COUNTY, INC.

Barbara Cruz, President/CEO

**ACKNOWLEDGEMENT**

I have received and read the Conduct and Ethics Policy for Directors and Employees, and I understand its contents. I agree to comply fully with the standards, policies and procedures contained in the Policy and the UWSSC’s related policies and procedures. I acknowledge that the Policy is a statement of policies for employees’ conduct and does not, in any way, alter the “at-will” nature of the employment, create an obligation to terminate employment only for a specified cause, constitute an employment contract or provide assurance of continued employment.

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_