

Code of Conduct & Ethics Policy

1 - Purpose

This Policy is intended to establish a Code of Conduct and Ethics to govern the decisions and actions of United Way Greater Toronto (UWGT) Board Trustees, other volunteers and all employees. This Policy outlines the values and standards that will ensure that UWGT activities are conducted in an open, fair, and transparent manner.

Our stakeholders and the public are entitled to expect the highest standards of conduct from all representatives of UWGT.

2 - Scope

This Policy is intended to guide those activities engaged in by all Board Trustees, other volunteers, and all employees. The private conduct of each employee and volunteer is a personal matter except when such conduct compromises the reputation, image, or integrity of UWGT.

3 - Policy

UWGT Board Trustees, other volunteers, and all employees are expected to conduct themselves in all matters involving their association with UWGT in a manner that is fully consistent with high standards of behavior that the public has come to expect of UWGT and upon which our reputation rests. At all times, their behaviour must reflect and not compromise the trust of our stakeholders.

Their actions and relations with agencies and community partners, donors, other stakeholders, colleagues, and each other will be driven by the core values that shape UWGT.

To that end, UWGT Board Trustees, other volunteers, and employees will:

1. Acquaint themselves with UWGT's mission, vision, values, principles, and policies, and behave accordingly.
2. Not participate in, condone, or engage in dishonesty, fraud, deceit, misrepresentation or illegal activities.
3. Recognize and safeguard the nature of UWGT's arm's length relationship with agencies and grantees as independent organizations, and maintain the independence and non-biased nature of our grant-making process.
4. Comply with UWGT's policies that address specific areas of conduct and ethics:

REVIEW PROCESS

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- *Confidentiality Policy*. Confidential information regarding UWGT affairs and information relating to donors, agencies, constituent organizations, employees and volunteers must be respected and protected at all times.
 - [Conflict of Interest Policy](#). UWGT Board Trustees, other volunteers and employees must recognize and take steps to avoid conflicts of interest to protect the interests and reputation of UWGT.
 - [Non-Discrimination & Harassment Policy](#) and [Workplace Anti-Violence Policy](#). Discriminatory, harassing, and violent behaviour will not be tolerated. Such behaviour includes written or spoken comments as well as overt actions.
 - [Fundraising Policy](#). The rights of donors and prospective donors to respectful, fair and professional treatment at all times, by both the Policy of UWGT and the *Donor Bill of Rights*, which all member United Ways in Canada uphold.
5. Follow UWGT communications protocols regarding public comments and contact with the Media.

4 - Procedures

1. It is the responsibility of
 - the Chair of the Board to ensure that Board Trustees understand and comply with this Code and related policies;
 - the President & Chief Executive Officer (CEO) to ensure that employees and other volunteers understand and comply with this Code and related policies.
2. Individuals will be asked to sign their agreement to the Code of Conduct and Ethics Policy when joining UWGT as employee or volunteer.
3. This Policy is supported by the [Whistleblower Policy](#), which creates the conditions and process by which serious violations to ethical Policy or fraud and financial impropriety can be raised without fear of harassment or retaliation.
4. Breaches of this Policy will be considered a serious matter and subject to disciplinary action up to and including termination. If it is alleged that an individual has not been in compliance with this Policy, an investigation will be conducted under established procedures for specific policies, or if there are none, under the auspices of the Chair of the Board or the CEO based on the circumstances.
5. This Policy will be communicated to all UWGT volunteers and employees, and will be posted on the UWGT website.

REVIEW PROCESS