

**UNITED WAY OF COLUMBIA COUNTY
BY-LAWS**

**ARTICLE I
NAME**

The name of this corporation shall be United Way of Columbia County.

**ARTICLE II
NOT-FOR-PROFIT CORPORATION**

The corporation is a corporation as defined in Section 7103 of the Pennsylvania Nonprofit Corporation Law 1972 as amended.

**ARTICLE III
PURPOSES**

1. The purposes for which this corporation is formed are:
 - (a) To assess, on a continuing basis, the need for human service programs; to seek solutions to human problems; to assist in the development of new or the expansion or modification of existing human service programs; to promote activities aimed at prevention, and foster cooperation among local, state and national agencies serving the community.
 - (b) To develop, as fully as possible, the financial resources, both governmental and voluntary, needed to meet the human service needs of the community and reduce the number of appeals for financial support for services.
 - (c) To deploy United Way financial support so as to maximize the resources available to agencies for services aimed at the most urgent current needs of the community, including those supplied by organizations not now receiving United Way financing.
 - (d) To muster community support and commitment for the entire United Way enterprise through a systematic communications program which both speaks and listens to the community.
 - (e) To manage United Way operations effectively, and to offer assistance to agencies wishing to improve their management skills.

- (f) To receive by gift, grant, devise, bequest or otherwise and from any private or public sources, personal or real property. To hold, administer, sell, invest, reinvest, manage, use, disburse and distribute, and apply the income and/or principal of the same in accordance with the directions and intent of the donor or donors of such property. In the absence of such directions, the corporation may deem best from time to time, for the promotion of any or all of the foregoing purposes.
- (g) To develop an organization that has as its core values: Integrity, Impact, Volunteerism and Inclusiveness and acting as a Catalytic Leader in Columbia County, a Change-Agent, Partner and Neighbor, and be known for its Caring, Inspiring, Innovative, Approachable, Trustworthy, Dynamic and Result-Oriented activities.

2. Nothing herein shall authorize this corporation directly or indirectly, to engage in or include among its purposes, any of the activities mentioned in Title 15, Section 7311 of the Act of November 15, 1972, No. 271, 15 PS. Sec. 7311.

3. No substantial part of the activities of this corporation shall be for the purpose of carrying on propaganda, or otherwise attempting to influence legislation. None of the activities of this corporation shall consist of participating in, or intervening in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for public office.

4. No part of the net earnings of this corporation shall benefit any Member, Trustee or individual. The property of this corporation is irrevocably dedicated to charitable purposes and upon liquidation, dissolution or abandonment of the corporation, after providing for the debts and obligations, the remaining assets will not become the property of any private person but will be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax-exempt status under Sections 501 (c)(3) and 509 (a)(1), (2) or (3) of the Internal Revenue Code of 1954.

ARTICLE IV DURATION

The period during which this corporation is to continue as a corporation is perpetual.

ARTICLE V ADDRESS

The area to be served by this corporation shall be Columbia County, Pennsylvania. The post office address of its principal office is Post Office Box 313, Bloomsburg, Pennsylvania 17815.

**ARTICLE VI
MEMBERS**

1. The members of this corporation shall be 125 persons representative of diverse elements of the community including taxpayers, donors, users of community services and persons affiliated with agencies and organizations serving the community. They shall be responsible to see that the Trustees carry out the mission of the organization, and shall be appointed by the Board of Trustees at the Annual Meeting.
2. Each participating agency shall be entitled to designate a volunteer to serve as a member of this corporation. The agency may replace its representative at any time by notifying the Secretary in writing.

**ARTICLE VII
BOARD OF TRUSTEES**

1. The affairs of this corporation shall be under the control of a Board of Trustees consisting of no less than 15 and no more than 21 persons, all of whom shall be volunteers and neither paid personnel of this corporation nor of any organization receiving financial support from this corporation, all of whom shall be at least 18 years of age, with a majority being residents of Columbia County, Pennsylvania.
2. The members shall elect the Trustees for overlapping three-year terms. No person may serve more than two consecutive three-year terms except after an absence from the Board of one year. Vacancies on the Board may be filled by an appointment of the remaining Trustees for the balance of the unexpired terms.
3. The Board shall consist of one additional member, who may be under 18 years of age, shall be a representative of the youth of Columbia County and shall serve a one-year non-renewable term of office. This member will be a high school student selected by the Nominating Committee from one of the school districts in Columbia County and serve on the Board without voting rights.
4. A Trustee who misses three (3) consecutive meetings of the Board without valid cause or notification may be deemed to have submitted their resignation from the Board. The Executive Committee will make recommendations to the Board regarding the implementation of this policy.

**ARTICLE VIII
MEETINGS, NOTICES, QUORUM**

1. The annual meeting of the members of this corporation shall be held at such place and on such day and hour as the Board of Trustees may determine.

2. Special meetings of the members shall be called by the Board Chair or Secretary at the request in writing of one-third of the Trustees in office, or at the written request of one-third of the members of the corporation. Such request shall state the purpose of the proposed meeting. Business transacted at all special meetings shall be confined to the subjects stated in the call and matters germane thereto.

3. Notice of any meeting of the members, annual or special, stating the time when and the place where it is to be held shall be served personally or by mail, postal or electronic, upon each member entitled to vote at such meeting, not less than ten or more than forty days before the meeting, and, if mailed, shall be directed to each member entitled to notice at his address, as it shall appear on the books and records of this corporation, unless he shall have filed with the Secretary of this corporation a written request that notices intended for him be mailed to some other address, in which case it shall be mailed to the address designated in such request.

4. The presence in person of not less than one-third of the Trustees entitled to vote is requisite and shall constitute a quorum at all meetings of members of the election of Trustees or for the transaction of other business, except as otherwise provided by law or by these By-laws. If a quorum of members shall not be present, those present will have power to adjourn the meeting without notice and with no business transacted.

5. Trustees and Committee Members may participate in Board and/or Committee Meetings by telephone, conference or other electronic means so long as all are able to communicate with each other. This will constitute legal presence.

ARTICLE IX MEETINGS OF BOARD

1. Meetings of the Board of Trustees of this corporation shall be held at least quarterly and additional meetings may be held on the call of the Chair or, if the Chair is absent or unable or refuses to act, by any officer, or by any five Trustees.

2. Notice of any meeting of the Trustees, regular or special, stating the time when and the place where it is to be held shall be served personally or by mail, postal or electronic, upon each Trustee not less than seven days before the meeting. The notice of any special meeting shall state the purpose or purposes of the proposed meeting. Business transacted at all special meetings shall be confined to the subjects stated in the call and matters germane thereto.

3. One-third of the Trustees shall constitute a quorum where the Board of Trustees will be able to conduct business.

4. In addition to the powers by these By-laws expressly conferred upon them, the Board of Trustees may exercise such powers and do such lawful acts and things as are not by statute or by these By-laws required to be exercised by the members or officers.

ARTICLE X OFFICERS

1. The officers of this corporation, elected by the Board of Trustees shall be Chair, Vice Chair, Secretary and Treasurer, all of whom shall be members of the Board of Trustees. With the exception of the President, all officers shall be elected by the Board at the Annual Meeting. The term of office will be one year.

2. The Chair, or in his absence a Vice Chair, selected by the Board of Trustees, shall preside at all meetings of the Board of Trustees and shall perform the duties usually devolving upon a presiding officer.

3. The Secretary should attend all meetings of the Board and shall oversee the recording of all votes and minutes of all proceedings. The Secretary shall cause to have notice given of all meetings when notice is required by these By-laws. The Secretary shall be responsible to secure the original copy of the By-laws and all subsequent amendments.

4. The Treasurer shall oversee all funds and securities of the corporation and shall be responsible for keeping full and accurate accounts.

The Treasurer shall oversee the disbursement of funds of the corporation as ordered by the Board and shall report to the Board at its regular meetings an account of the financial condition of the corporation.

5. The Board of Trustees may require the Treasurer and other officers as deemed, and shall require full-time employees to be bonded.

6. The President, as an employee of the corporation, will hold the office of President of the corporation for the term of his or her employment; the President will serve on all committees of the Board, but without voting privileges.

The President will supervise and control the business, affairs and property of the corporation and will have general supervision over all of its employees and agents under the direction of the Board. The President will perform all duties incident to that office and will see that all orders and resolutions of the Board are carried into effect. In the absence of the President, or in the event that the President is unable to carry out official duties, the Trustees may delegate the President's powers to an employee of the corporation, or the President may so delegate with the consent of the Board.

The salary and other remuneration of the President will be fixed by the Board. Salaries and wages of the other employees and agents will be determined by the Board in consultation with the President based on the recommended salary ranges approved by the Board.

7. The Board of Trustees shall cause the financial records to be audited annually by an independent Certified Public Accountant.

8. Any officer/Trustee may resign at any time by giving written notice of such resignation to the Board. Unless otherwise specified in such written notice, such resignation will take effect upon receipt thereof by the Chair.

ARTICLE XI COMMITTEES

1. There shall be an Executive Committee consisting of the officers and Chairs of Standing Committees of the Board of Trustees appointed by the Trustees on the recommendation of the Chair. The Executive Committee shall have and exercise all the powers delegated to it by the Board subject to such limitations as the laws of the State of Pennsylvania or resolutions the Board may impose, and shall have the power to affix the seal of the corporation to all papers which it may deem to require it.
2. The Chair of the Board shall Chair the Executive Committee. The Executive Committee shall have power to make rules and regulations to conduct the business of the corporation as delegated by the Board of Trustees. A majority thereof shall constitute a quorum.
3. The Executive Committee shall keep regular minutes of its proceedings and report same to the Board.
4. Not later than September, the Chair shall appoint a nominating committee of members of this corporation to make nominations for the election of members and Trustees at the annual meeting of the corporation. The nominating committee shall also nominate persons to serve as officers, Trustees of the Board, and Chair of the annual fundraising campaign, and shall report these to the Board.
5. The Board Chair shall, from time to time, appoint such standing or special committees as are authorized by the Board. Each committee shall consist of such persons as the Board deem advisable. All acts of such committees shall be subject to approval of the Executive Committee or Board. The Board will review the need for such committees annually and will add or remove them as needed. The Chair of the Board will appoint the chairs of each standing, ad hoc, or special committee or task force.
6. The Chairs of the Committees shall be eligible to attend and advise at all meetings of the Executive Committee/Board of Trustees.

ARTICLE XII INDEMNIFICATION

The corporation will indemnify and hold harmless any trustee, officer or other representative who was or is a party or threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding (including actions by or in right of the corporation to procure a judgment in its favor) by reason of the fact that they are or were a representative of the corporation, or is or was serving at the request of the corporation as a representative of another corporation, partnership, joint venture, trust or other

enterprise, against expenses (including attorney's fees), judgments, fines, insurance deductibles and amounts paid in settlement actually and reasonably incurred, if such person has been successful on the merits or otherwise in any such action or, upon a determination in the specific case that such indemnification is proper in the circumstances because said person has met the standard of conduct applicable in Section 7741 or Section 7742 of the Pennsylvania Nonprofit Corporation Law of 1972. The corporation will purchase and maintain insurance and bonding for the purpose of indemnification on behalf of any or all persons to the full extent permitted under Section 7747 of the Pennsylvania Nonprofit Corporation Law of 1972.

VACANCIES

1. All vacancies on the Board of Trustees may be filled by vote of the remaining Trustees, at any stated or special meeting.
2. All vacancies in the Executive Committee may be filled by the Board of Trustees at any stated or special meeting.
3. In case there is a vacancy in any office of the corporation, this vacancy may be filled by vote of the Board of Trustees at any regular or special meeting. Such officers so elected shall serve until the next annual meeting of members and until their successors are elected and qualify.

ARTICLE XIII CHECKS

All checks, or demands for money and notes of this corporation, shall be signed by such officer or officers as the Board designates.

ARTICLE XIV FISCAL YEAR

The fiscal year of this corporation shall be the calendar year.

ARTICLE XV EMPLOYEES

This corporation may have such agents and employees as shall be determined by the Board of Trustees.

ARTICLE XVI NONDISCRIMINATION

All members, officers, trustees, committee members, employees, and persons served by this corporation will be selected entirely in compliance with the provisions of the Federal Civil Rights Act of 1964, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, relevant portions of the Rehabilitation Act of 1973, the

Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act and all requirements imposed pursuant thereto, and all amendments thereto. United Way of Columbia County operates, by policy and practice, on a non-discriminatory basis, without regard to race, color, religion, ancestry, age, non-job-related handicap, citizenship, sexual orientation, or any other protected attribute.

ARTICLE XVII CONFLICT OF INTEREST

The standard behavior at the United Way of Columbia County is that all staff, volunteers, and board members scrupulously avoid conflicts of interest between the interests of the United Way on one hand, and personal, professional and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

The purposes of this policy are to protect the integrity of the United Way of Columbia County's decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputations of volunteers, staff and board members.

In the course of meetings or activities, board members, staff and volunteers will disclose any interest in a transaction or decision where they, their family and/or significant others, employers, or close associates receive a benefit or gain. After disclosure, they understand that they will be permitted to participate in the discussion, but will not be permitted to vote on the question, and have the option to leave the room for the vote if they so desire.

ARTICLE XVIII SEAL

The seal of this corporation shall be circular in form and shall bear the name of the corporation, the words "Commonwealth of Pennsylvania" and the year of its incorporation.

ARTICLE XIX AMENDMENTS

1. The By-laws of this corporation may be altered or repealed by the members by the vote of the majority present at any annual or special meeting called for that purpose.
2. The Board of Trustees shall have the power to make, alter, amend or repeal the By-laws of this corporation by a two-thirds vote of the Board present at any regular or special meeting thereof where notice of such proposed action has been announced in the notice of such meeting, subject to Title 15 Pa. C.S.A. §5504.
3. Any amendments, alterations, changes, additions or deletions from these By-laws whether made by the members of the Board, shall be consistent with the laws of

this state which define, limit or regulate the powers of this corporation or the trustees of this corporation.

ARTICLE XX DISSOLUTION

In the event the corporation is dissolved and liquidated, the Board will, after paying or making provisions for payment of all of the liabilities of the corporation, distribute the corporate property and assets to such organization(s) in Columbia County as in their judgment have purposes most closely aligned to those of United Way of Columbia County, Inc.; provided, however that the transferee organization(s) will then be a qualified tax-exempt charitable organization within the meaning of Sections 501(c)(3) and 170(b)(1)(A) other than in clauses (vii) and (viii) of the Internal Revenue Code of 1954 or their successor provisions, and will be an organization, contributions to which contributions are deductible under Sections 170, 2055 and 2522 of the Internal Revenue Code of 1954 or successor provisions. Any of the property or assets not so distributed will be disposed of by the court having jurisdiction of the dissolution and liquidation of a Pennsylvania nonprofit corporation exclusively to such charitable organization or organizations as are then qualified tax-exempt organizations as defined above.

ARTICLE XXI WHISTLEBLOWERS PROTECTION

1. Any individual, volunteer or staff who has complaints or concerns about the United Way's accounting, internal controls or auditing matters, or who becomes aware of questionable accounting or auditing practices is strongly encouraged to report such matters to the Executive Committee of the United Way of Columbia County.
2. Supervisors and managers who become aware of questionable accounting or auditing matters, or receive complaints or concerns from other employees, must immediately report them directly to the Executive Committee in accordance with this policy and consult with the Executive Committee before undertaking an investigation/or other action. The Executive Committee has final responsibility and authority for the investigation and handling of these matters.
3. Any supervisor or manager who fails to report allegations of questionable accounting or auditing practices in accordance with this policy or otherwise fails to deal properly with such allegations may be subject to disciplinary action.
4. The Executive Committee will oversee the receipt and handling of allegations of questionable accounting/auditing matters. Based on its investigation the Executive Committee will direct United Way to take prompt and appropriate corrective actions.

5. Reports of questionable accounting or audit practices will be kept confidential to the extent possible. In order to ensure confidentiality, an employee may elect to make a complaint anonymously. United Way will not retaliate or take any form of reprisal against any person who makes a report pursuant to the policy. Any such reprisal by an employee is forbidden. Any employee who retaliates against another employee will be subject to discipline, up to and including discharge. An employee who believes they are subject to retaliation should report such suspected retaliation to the Executive Committee.

**ARTICLE XXII
DOCUMENT RETENTION/DESTRUCTION**

1. Individuals shall not knowingly alter, destroy, mutilate, etc. documents with the intent to impede, obstruct or influence an investigation of any department or agency of the United Way.

2. The following table provides the minimum requirements. This information is provided as guidance in determining this organization’s document retention policy.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Patents and related Papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

**ARTICLE- XXIII
CODE OF ETHICS**

1. United Way of Columbia County (UWCC) is synonymous with charitable service. The general public associates the United Way name with worthy causes all over the county. Indeed, for many people United Way is the primary way they meet their desire to help their fellow human beings.

UWCC has a unique role as a leader of philanthropy to benefit human services and as a major resource to local human care organizations. Throughout Columbia County, United Way organizations have earned public trust nurtured by decades of ethical, honest and responsible charitable service. The continued success of UWCC and its member agencies depends upon the ethical conduct of each organization, its employees and representatives.

Employees and volunteers of UWCC should set an example for other non-profit organizations by their high standards of ethical conduct, professionalism, volunteer and charitable activities.

Thus, this code of ethics was developed to guide the conduct of all levels of employees and representatives of the United Way of Columbia County.

2. A personal commitment to integrity in all circumstances benefits each individual as well as the organization. Each representative of UWCC should:
 - (a) Respect and seek out the truth and avoid misrepresentation.
 - (b) Ensure fairness and objectivity in all activities.
 - (c) Set an example, as a representative of a leading non-profit organization, for high standards of professionalism.
 - (d) Honor the right of privacy of all people, including volunteers, staff, contributors and beneficiaries.
 - (e) Promote public confidence in philanthropic institutions.
3. As an employer, UWCC promotes professional excellence and encourages open and honest communication among all employees to create an atmosphere conducive to personal growth and career development.

- (a) It is management's responsibility to:
- (1) Encourage employee development. Communicate with personnel to help them achieve their goals and increase their self-esteem through job enrichment.
 - (2) Evaluate employees on a fair and consistent basis. All employees should know what is expected of them and how they are progressing toward fulfilling expectations.
 - (3) Show respect and empathy for employees. Be considerate while being mindful of managerial responsibilities.
 - (4) Respect the opinions of subordinates on a regular basis.
- (b) All UWCC employees, at every level, have the responsibility to:
- (1) Strive to meet performance standards at the highest level.
 - (2) Refuse to engage in or tolerate any fraud, misuse, abuse or waste of UWCC resources.
 - (3) Encourage growth and self-improvement in themselves and their co-workers.
 - (4) Exhibit respect for co-workers and all those they come in contact with.
 - (5) Have the courage to face situations squarely and offer a minority opinion when necessary.
 - (6) Examine all alternatives with the understanding that the easiest action is not always in the best interest of the organization.
 - (7) Comply with all legal requirements concerning substance abuse.
 - (8) Comply with all other laws and regulations affecting the organization and their personal obligations.
 - (9) Discuss any questions concerning interpretations or compliance with the code of ethics with their manager, UWCC counsel or other designated person.
 - (10) Encourage the reporting of violations and protect those who report.

4. Volunteers represent the UWCC and should set examples through their ethical conduct and professionalism.
 - (a) Volunteers will review the code of ethics and ensure that they adhere to the spirit of the code when making policy or otherwise managing the affairs of the organization.
 - (b) No volunteer shall knowingly take any action or make any statement intended to influence the conduct of the UWCC in such a way as to confer any financial benefit on such volunteer, a member of his or her immediate family, or any corporation in which he or she or such member has a significant interest as a stockholder, director or officer.
 - (c) In the event that there comes before the Board of Trustees or the Executive Committee a matter for consideration or decision that raises a potential conflict of interest for any member of the Board or the Committee, the member shall disclose the conflict of interest as soon as possible and abstain from voting in connection with the matter. The disclosure and abstention shall be recorded in the minutes of the meeting.
5. Volunteers who serve the UWCC through its Board of Trustees and committees are crucial to its success. In order to assist volunteers to serve effectively and obtain satisfaction from their service, it is the responsibility of UWCC managers and /or employees, where applicable to:
 - (a) Support volunteers so they can perform to the highest level of their contribution and personal satisfaction.
 - (b) Treat all volunteers with fairness, equity and respect, providing appropriate mechanisms for their views and interests to be expressed.
 - (c) Involve volunteers at appropriate levels and phases of the decision-making process.
 - (d) 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.
 - e) Provide benefits and prerequisites to volunteers which are consistent with the spirit of voluntarism.

6. UWCC has responsibilities to its donors. Donors have placed faith in the United Way organization; it is the responsibility of volunteers and staff of the UWCC not to violate this trust and, where applicable, they should:
 - (a) Make full and fair disclosure of all information relevant to donors who have a right to know how their dollars are spent.
 - (b) Spend the donors' money wisely, efficiently and objectively.
 - (c) Always observe the wishes of the donors as to allocation of their specific donation.
 - (d) Be good stewards of donations that are utilized to pay the salaries of and provide benefits to employees, and refrain from allowing expenditures of funds that by their nature or amounts do not directly advance the mission of the UWCC.
7. Vendors must be treated fairly to avoid favoritism or appearance of impropriety.
 - (a) Afford all vendors the opportunity to offer or qualify their products or services on a competitive basis.
 - (b) Conduct all competitive bidding in a fair and professional manner, giving no special preferences or advantages to any vendor.
8. UWCC is an equal opportunity employer. Every employee should:
 - (a) 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, or status as qualified disabled or handicapped individual.
 - (b) Support affirmative action and equal employment opportunity programs throughout UWCC.
 - (c) Refuse to engage in or tolerate in others any form of sexual harassment.
9. To avoid even the appearance of a conflict of interest, which would tarnish the image of the organization and undermine the public's trust in all United Way organizations, UWCC volunteers and staff should:
 - (a) Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of UWCC. Any involvement with a current or potential UWCC vendor, grantee or competing organization may violate this code and should be cleared with the employee's supervisor.

- (b) Refrain from participating in or influencing any decision or other action of UWCC or any local United Way organization that could result in a direct or indirect benefit to his or her family or any organization with which the employee is substantially affiliated.
10. No employee should accept any gratuity or favor for doing his or her job. Accordingly, UWCC employees should not:
- (a) Solicit or accept gratuities, gifts or favors, other than promotional gifts of nominal value, for themselves or their families.
 - (b) Accept food, transportation, or entertainment unless directly related to UWCC business.
 - (c) Use UWCC resources for personal gain.
11. Travel, entertainment and related expenses should be incurred on a basis consistent with the mission of UWCC. Accordingly, expenses incurred should comply with policies adopted by the UWCC Board of Trustees.
12. Outside employment and other activities should not interfere with an employee's responsibilities with UWCC. An employee is encouraged to inform his or her supervisor of any significant outside activities. An employee should avoid using UWCC resources to facilitate any outside employment or other activity.
13. Favoritism to relatives is unfair to other employees, and the appearance of favoritism is easily perceived. Accordingly, each UWCC employee should:
- (a) Understand that persons related to UWCC employees by blood or marriage should not be employed except under special circumstances that are clearly in the best interest of UWCC and approved by the UWCC Board of Trustees.
 - (b) Understand that UWCC employees must never have supervisory or management authority over relatives.
 - (c) Understand that UWCC employees with decision-making authority should avoid selecting a consultant or service provider with a relative or personal friend employed by or affiliated with it.
14. UWCC employees should not be subjected to outside solicitation. Further, employees should be free from unwarranted interruptions in the form of solicitations from other employees, in order to concentrate on work. No employee should:

- (a) Solicit or distribute literature for purposes inconsistent with the UWCC mission on UWCC premises.
 - (b) Use UWCC working time for non-UWCC purposes.
 - (c) Be required to contribute or respond to a solicitation or fear that his or her response will be a factor in the employee's career standing.
15. Confidentiality is a hallmark of professionalism. Each UWCC employee and volunteer should commit to:
- (a) Ensure that all information which is confidential or privileged or which is not publicly available not be disclosed inappropriately.
 - (b) Ensure that all non-public information of other persons or firms acquired by UWCC personnel in dealing with outside firms on behalf of UWCC shall be treated as confidential and not disclosed
16. Diversity is valuing individuals without regard to race, religion, color, gender, nationality, sexual orientation, physical challenge and age. The ability of our Board of Trustees, staff and volunteers to embrace diversity, and make it an integral part of our business will enable us to serve our members and their communities' more effectively.

The UWCC will strive to embrace the principles of diversity which enrich our county and its communities.

Adopted March 24, 2006