

**UNITED WAY OF THE GREATER LEHIGH VALLEY
POLICY STATEMENT**

CONFLICT OF INTEREST

It is assumed that every employee and volunteer will act in the best interests of United Way, and it is understood that conflict of interest is more often a perception issue than a substantive one. Therefore, all volunteers and employees are advised to use good judgment concerning any relationship that could be viewed as a conflict of interest.

General Policy

Volunteers

RESOLVED,

1. that no individual paid for services by any organization receiving funding from this United Way as a result of recommendations of the Community Impact Council may sit on the United Way's Board of Directors or participate on the United Way Community Impact Council.
2. that any member of the United Way's Board who is a member of the board of any agency receiving funding through recommendations of the Community Impact Council must identify him/herself and abstain from voting on funds distribution recommendations. (The abstention shall be recorded in the minutes of the meeting.)
3. a) that no volunteer serving on the United Way Community Impact Council may simultaneously be a member of the board of directors of any agency receiving United Way funding (with the exception of one-time venture or coalition grants) through recommendations of the Community Impact Council.

b) any volunteer serving on the United Way Community Impact Council who is employed by or a member of a board of directors of an agency requesting funding from this United Way (including requests for venture grants or coalition grants) must declare that interest in writing and abstain from all discussion and voting on any issues concerning the result. (The abstention shall be recorded in the minutes of the meeting.)
4. that any member of the United Way's board who is employed by or holds a greater than 5 percent interest in a supplier of goods or services to United Way must identify him/herself and abstain from voting on matters involving such relationships. (The abstention shall be recorded in the minutes of the meeting.)
5. that board members shall not accept gifts or gratuities from organizations known to have a substantial vendor relationship with United Way. Gifts of token value which are received incidentally as part of a broader distribution are excluded.
6. that volunteers shall not be paid for services rendered in performing their volunteer responsibilities. Local travel and meals associated with volunteer activities are the responsibilities of the volunteer. Generally volunteers will be expected to defray their own costs associated with out-of-town United Way activities. United Way may negotiate cost-sharing of expenses for those who accept multi-year commitment to state or national United Way bodies, if absorbing the full cost would impose a personal hardship.

Staff

RESOLVED,

1. that no member of United Way's staff shall serve on the board or in another policy-making position of any health or human services agency receiving funding from this United Way or providing similar services as those agencies receiving funding through recommendations of the Community Impact Council.
2. that United Way professional staff directly involved with the Community Impact Council shall not serve in any policy-making, volunteer capacity for health and human services organizations within our service area.

Compliance

All volunteers and employees are asked to sign a conflict of interest disclosure form. Questions about potential conflicts of interest should be directed to the Chief Volunteer Officer or designee by volunteers and to the President by staff.

The Chief Volunteer Officer shall be responsible for monitoring policy compliance among volunteers and for taking corrective action concerning violation. The President shall be responsible in a similar manner for staff.

Volunteers and staff are expected to be in full compliance with this policy as of January 1, 1993.