

# CODE OF ETHICS POLICY

Approved by Board of Directors at its meeting on March 10, 2005

It is Kauai United Way's (KUW) policy to conduct business in accordance with the highest ethical and moral standards. The success of KUW has been due not only to the efforts and skills of our volunteers and staff but also to the high standards of business ethics that we have maintained since our inception in 1943. It is vital to our continued success that we keep doing so. Officers, members of the Board of Directors, volunteers and staff are expected to adhere to this statement of policy.

All KUW representatives must observe high standards of business ethics and avoid any activity or interest that might adversely reflect upon their own integrity and the public confidence in KUW. To ensure the maintenance of high ethical standards, all KUW representatives should:

1. Make full and fair disclosure of all information relevant to donors who have a right to know how their dollars are spent.
2. Spend donors' money judiciously, efficiently and objectively.
3. Observe donors' gift designation wishes.
4. Approve appropriate salaries, benefits or perquisites to KUW employees and not make extravagant expenditures that do not directly advance the mission of Kauai United Way.
5. Declare their interest in a competitor, supplier, agency or customer which could create a divided loyalty or the appearance of one. Volunteers who believe they cannot make impartial, unbiased and objective decisions must remove themselves from consideration of the matter at hand.
6. Avoid any actions characterized by disloyalty to KUW for personal gain.

Any questions on the interpretation or the intent of any of the provisions of this policy should be referred to KUW's Executive Director and/or Executive Committee for an opinion or resolution.

It is strongly emphasized that KUW's volunteers and staff are totally committed to compliance with this policy. Personal integrity and ethical behavior are vital to maintain the public's trust and the continued success of KUW.