

# United Way of Southern Chester County (UWSCC) Conflict of Interest Policy

## INTRODUCTION:

United Way of Southern Chester County relies upon the input and participation of many segments of the community in its decision-making. The breadth, depth and diversity of background and experience of UWSCC's staff and volunteers contribute to UWSCC's ongoing ability to successfully address critical community needs and, in turn, demonstrate accountability for contributors' donated resources. This breadth, depth and diversity may also cause, from time to time, conflicting and competing interests to exist within the context of UWSCC's decision-making process.

To continue to ensure the integrity of this process and to continue to call upon and receive the benefits of involving all segments of the community, it is imperative that decisions made by UWSCC be free of any undue influence, conflicts of interest, or appearances of impropriety by all participants in the decision-making process, whether at the board, committee, staff or volunteer level. With that in mind, UWSCC has adopted the following policy in order to identify and publicly disclose any conflicts of interest in order to avoid any such conflict or the appearance of impropriety.

## POLICY, APPLICABILITY AND SCOPE

This policy applies to all who participate in or influence United Way decision-making, including, but not limited to, UWSCC's Board of Directors and staff. For purposes of this policy, UWSCC decision-making means participating in the discussion and/or influencing the resolution of those issues or decisions under consideration. Conflicts of interest exist in any situation when the issue or decision then under consideration by UWSCC may be/are affected by the personal, volunteer, professional, or business interests, direct or indirect, of any individual, or member(s) of his or her immediate family or household.

To avoid any conflict of interest or the appearance of a conflict of interest that could tarnish the reputation of UWSCC, UWSCC Board of Directors and staff shall:

1. Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of UWSCC, including involvement with a current or potential UWSCC vendor, grantee, or competing organization, unless disclosed to and not deemed to be inappropriate.
2. Ensure that outside employment and other activities do not adversely affect the performance of UWSCC duties or the achievement of the UWSCC mission.
3. Ensure that travel, entertainment and related expenses are incurred on a basis consistent with the mission of UWSCC and not for personal gain or interests.

4. Decline any gift, gratuity or favor in the performance of UWSCC duties except for items of nominal value, included, but not limited to, food, transportation, lodging, or entertainment.

5. Refrain from influencing the selection of staff, consultants, or vendors who are relatives, personal friends or affiliated with, employ, or employed by a person with whom they have a relationship that adversely affects the appearance of impartiality.

## DISCLOSURE

It is the responsibility of UWSCC to inform all who participate in or influence UWSCC decision-making of this policy.

It is then the responsibility of the individual participating in or influencing UWSCC decision-making to identify conflicts of interest as they arise from time to time and to thereafter comply with the letter and spirit of this policy. Such disclosure should occur at the earliest possible time, and if possible, prior to the discussion of any such issue.

It is the collective responsibility of the individual, and the Board or group in which such issue arises to ensure that this policy is carried out. Concerns regarding conflicts of interest should be directed to the Executive Committee or the CEO, who should resolve them within the context of both the letter and spirit of this policy.

Annual written disclosure statements in the form attached to this policy will be obtained by UWSCC from all individuals participating in or influencing UWSCC decision-making in order that perceived or actual conflicts can be identified and then disclosed. Individuals should promptly notify UWSCC and update their disclosure statements as necessary.

## IMPACT OF DISCLOSURE OR NONDISCLOSURE

Having disclosed the existence of an actual or perceived conflict of interest, an individual may nonetheless participate in the discussion of a given issue, but must abstain from voting upon that particular issue. That abstention should be reflected in the written minutes of that meeting.

When a potential conflict relates to an actual or possible business relationship between UWSCC and a specific business or organization, an individual employed by or otherwise having a relationship with that business, organization or affiliated persons thereof, may participate in discussion around that relationship. However, the individual must leave the room in sufficient time prior to any vote such that members of the group are able to confer and discuss the possible relationship in an open and candid fashion. The individual's absence from the room prior to and during the vote should be reflected in the written minutes of that meeting.

If a conflict of interest is later thought or found to have existed, but was not previously disclosed, inadvertently or otherwise, that information should be brought to the attention of the CEO, or committee chair or group leader of the decision-making body in which the issue or decision may fall. That person will then proceed to review such matter with the affected individual and proceed to resolve the issue in a manner consistent with this policy.

**UNITED WAY OF SOUTHERN CHESTER COUNTY (UWSCC)**

**BOARD OF DIRECTORS  
CONFLICT OF INTEREST DISCLOSURE**

NAME OF BOARD DIRECTOR:

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Having read the United Way of Southern Chester County (UWSCC) Conflict of Interest Policy, are you aware of any business and/or personal relationships that could cause a potential conflict of interest?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please state these relationships in the space provided below. If professional confidentiality prevents disclosure, please be aware that you may be required to abstain from discussions and votes regarding the parties involved.

I have read the Conflict of Interest Policy and have provided all available information for the program year \_\_\_\_\_.

I have read the Diversity Policy Statement.

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SIGNATURE

DATE

**UNITED WAY OF SOUTHERN CHESTER COUNTY (UWSCC)**

**STAFF  
CONFLICT OF INTEREST DISCLOSURE**

NAME OF STAFF:

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Having read the United Way of Southern Chester County (UWSCC) Conflict of Interest Policy, are you aware of any business and/or personal relationships that could cause a potential conflict of interest?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please state these relationships in the space provided below. If professional confidentiality prevents disclosure, please be aware that you may be required to abstain from discussions and votes regarding the parties involved.

I have read the Conflict of Interest Policy and have provided all available information for the program year \_\_\_\_\_.

I have read the Diversity Policy Statement.

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SIGNATURE

DATE