



CODE OF ETHICS

June 2021

PURPOSE & OUR WORK 01

PURPOSE

To transform lives by bringing together people and financial resources in the common cause of caring.

OUR WORK

We work to amplify our collective ability to accomplish more together, driving collaborative results and focusing on long-term solutions.

Our Action Areas are Education, Family Wellbeing, Equity, and Disaster Resilience.

CORE OPERATING VALUES

02

Community and going Above and Beyond

Community is our word for collective working because we accomplish more by coming Together. United Way Trinidad and Tobago commits to going Above and Beyond our communities' expectations to identify needs and finding new and better ways to meet those needs.

Trust and Respect

United Way Trinidad and Tobago will work with Respect with all partners and people we serve in order to build mutual trust in our relationships. We recognise that Trust has to be earned.

Integrity and Accountability

United Way Trinidad and Tobago aims to be transparent and honest in all our activities. We are committed to continuous improvement to ensure that we are accountable for resources entrusted to us.

United Way Trinidad and Tobago is committed to the highest ethical standards. Based on the unique trust placed in United Way Trinidad and Tobago to serve the public good, we have a special obligation to act ethically and with integrity.

The success of United Way Trinidad and Tobago and reputation depend upon the ethical conduct of everyone affiliated with our organization. United Way Trinidad and Tobago Volunteers, staff, and board members set an example for each other by their pursuit of excellence in high standards of performance, professionalism, and ethical conduct.

United Way Trinidad and Tobago Code of Ethics is based on our purpose and guides our goals for impact, volunteerism, inclusiveness, and leadership. While no document can anticipate all the challenges that may arise, our Code of Ethics communicates key guidelines to assist United Way Trinidad and Tobago volunteers, staff, and board members in making good decisions that are ethical and in accordance with applicable legal requirements.

All are encouraged to discuss any questions or concerns that they have with a member of the Executive Committee or the Chief Executive Officer.

I. PERSONAL AND PROFESSIONAL INTEGRITY OPERATING VALUES

A personal commitment to integrity in all circumstances benefits each individual as well as the organization. We, United Way Trinidad and Tobago therefore:

- Strive to meet the highest standards of performance, quality, service, and achievement in working towards the United Way mission.
- Communicate honestly, openly, and avoid misrepresentation.
- Promote a working environment where honesty, open communication, and minority opinions are valued.
- Exhibit respect and fairness toward all those with whom we come into contact.

II. ACCOUNTABILITY

United Way Trinidad and Tobago is responsible to its stakeholders, which include donee organizations, donors, and other partners who have placed trust in United Way Trinidad and Tobago. To uphold this trust we, United Way Trinidad and Tobago:

- Promote good stewardship of resources, including donations, grants, and other contributions that are used to pay operating expenses, salaries, and employee benefits.
- Do not use organizational resources for non-United Way purposes.
- Observe and comply with all laws and regulations affecting United Way.

III. SOLICITATION AND VOLUNTARY GIVING

The most responsive contributors are those who have the opportunity to become informed and involved. We, United Way Trinidad and Tobago, therefore:

- Promote voluntary giving in dealing with donors and vendors.
- Make fundraising a fun and personally rewarding experience.

IV. DIVERSITY AND EQUAL OPPORTUNITY

United Way Trinidad and Tobago is an equal opportunity employer. We strive to include diversity, equity, and inclusion principles in our practices. We, therefore, commit to:

- Embrace diversity in all aspects of United Way Trinidad and Tobago activities and respect others without regard to race, color, religion, creed, age, sex, national origin or ancestry, marital status, veteran status, sexual orientation, political affiliation, or status as a qualified disabled or handicapped individual.
- Refuse to engage in or tolerate in any other form of discrimination or harassment.
- Use diversity, inclusion and equity practices for our business and our communities

V. CONFLICT OF INTEREST PRINCIPLES

To avoid any conflict of interest or the appearance of a conflict of interest which could tarnish the reputation of United Way Trinidad and Tobago, as well as undermine the public's trust in all United Way Trinidad and Tobago organizations, staff and board members are to:

- Avoid any activity or outside interest that conflicts or appears to conflict with the best interests of United Way Trinidad and Tobago.
- Ensure that travel, entertainment, and related expenses are incurred on a basis consistent with the mission of United Way Trinidad and Tobago and not for personal gain or interests.
- Decline any gift, gratuity, or favor in the performance of United Way Trinidad and Tobago duties except for promotional items of nominal value, and any food, transportation, lodging, or entertainment unless directly related to United Way Trinidad and Tobago business.
- Refrain from influencing the selection of staff, consultants, vendors who are relatives or personal friends or affiliated with, employ, or employed by a person with whom they have a relationship that adversely affects the appearance of impartiality.
- Should not knowingly take any action, or make any statement, intended to influence the conduct of United Way Trinidad and Tobago in such a way to confer any financial benefit on themselves, their immediate family, or any organization in which they or their immediate family members have a significant interest as stakeholders, directors, or officers.
- Disclose any known conflicts or potential conflicts of interest in any matter before the Board of Directors if they are board members or any committee upon which they serve.
- Members of the board of United Way Trinidad and Tobago shall continuously disclose all known potential conflicts of interest.
- To be guided and act in accordance with the detailed Conflict of Interest Protocol set out below.
- Refrain in any way from seeking to link associate or use any United Way logo, trade or service mark, networks relationships, proprietary information, databases, studies, reports, intellectual know-how, property, or financial resources in connection with or in support of any political cause or political organization.

VI. CONFIDENTIALITY AND PRIVACY

Confidentiality is a hallmark of professionalism. We, United Way Trinidad and Tobago, therefore:

- Ensure that all information that is confidential, privileged, or non-public is not disclosed inappropriately.
- Respect the privacy rights of all individuals in the performance of their United Way Trinidad and Tobago duties.

VII. POLITICAL CONTRIBUTIONS

As a charitable corporation, United Way Trinidad and Tobago is prohibited from making political contributions to any candidate for public office or to any political committee. We, therefore:

- Refrain from making any contribution to any candidate for public office of the political committee on behalf of the United Way, including the use of facilities for political campaign activities.
- Refrain from making any contribution to any candidate for public office or political committee in a manner that may create the appearance that the contribution is on behalf of United Way.
- Refuse to endorse any candidate, political party or political interest or political issue.

GUIDANCE AND DISCLOSURE

03

Volunteers, staff and Board members are encouraged to seek guidance from the Chairman, Executive Committee, Audit Committee and/or Chief Executive Officer concerning the interpretation or application of this Code of Ethics.

Any known or possible breaches of the Code of Ethics should be disclosed. Reports of possible breaches will be handled in the following manner:

- All reports of possible breaches will be treated in confidence as much as the organization's duty to investigate the law allow, if confidentiality cannot be maintained, the individual disclosing the possible breach will be notified.
- All reported breaches will be investigated and, if needed, appropriate action taken based upon the policies of the organization. Retaliation against a person who suspects and reports a breach in good faith will be treated as an independent breach of the Code of Ethics.
- United Way Trinidad and Tobago affirms prompt and fair resolution of all reported breaches.

United Way Trinidad and Tobago's Conflict of Interest Protocol is designed:

- to help directors, officers, and employees of the United Way Trinidad and Tobago implement the Conflict of Interest Principles so as to identify situations that present potential conflicts of interest; and
- to provide United Way Trinidad and Tobago with a procedure that, if observed, will allow a transaction to be treated as valid and binding even though a director, officer, or employee has or may have a conflict of interest with respect to the transaction.

All definitions are provided in Section 03, subsection II of this policy (pg 7)

I. CONFLICT OF INTEREST DEFINED

A. Outside Interests

- A Contract or Transaction between United Way Trinidad and Tobago and a Responsible Person or Family Member.
- A Contract or Transaction between United Way Trinidad and Tobago and an entity in which a Responsible Person or Family Member has a Material Financial Interest or of which such person is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative.

B. Outside Activities

- A Responsible Person competing with United Way Trinidad and Tobago in the rendering of services or in any other Contract or Transaction with a third party.
- A Responsible Person's having a Material Financial Interest in; or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representatives of, or consultant to; an entity or individual that competes with United Way Trinidad and Tobago in the provision of services or in any other Contract or Transaction with a third party.

C. Gifts, Gratuities, and Entertainment. Outside Activities

A Responsible Person accepting gifts, entertainment, or other favors from any individual or entity that:

- Does or is seeking to do business with, or is a competitor of United Way Trinidad and Tobago; or
- Has received, is receiving, or is seeking to receive a loan or grant, or to secure other financial commitments from United Way Trinidad and Tobago;
- Is a charitable organization;

Under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in the performance of his, her, or their duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value that are not related to any particular transaction or activity of United Way Trinidad and Tobago.

II. DEFINITIONS

A.

A Conflict of Interest is any circumstances described in Part I of this Policy.

B.

A Responsible Person is any person serving as an officer, employee, or member of the board of directors of United Way Trinidad and Tobago.

C.

A Family Member is a spouse, domestic partner, parent, child, or spouse of a child, brother, sister, or spouse of a brother or sister, of a Responsible Person.

D.

A Material Financial Interest in an entity is a financial interest of any kind that, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person's or Family Member's judgment with respect to transactions to which the entity is a party. This includes all forms of compensation. (The board may wish to establish an amount that it would consider to be a "material financial interest.")

E.

A Contact or Transaction is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary relationship, or review of a charitable organization by United Way Trinidad and Tobago. The making of a gift to United Way Trinidad and Tobago is not a Contract or Transaction.

III. PROCEDURES

A.

Before board or committee action on a Contract or Transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.

B.

A director or committee member who plans not to attend a meeting at which he, she or they has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.

C.

A person who has a Conflict of Interest shall not participate in or be permitted to hear the board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his, her or their personal influence with respect to the matter, either at or outside the meeting.

D.

A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken unless the vote is by secret ballot. Such a person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the board of directors of United Way Trinidad and Tobago has a Conflict of Interest when he or she stands for election as an officer or for re-election as a member of the board of directors.

E.

Responsible Persons who are not members of the board of directors of United Way Trinidad and Tobago, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of board or committee action, shall disclose to the Chair or the Chair's designee any Conflict of Interest that such Responsible Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Responsible Person. The Responsible Person shall refrain from any action that may affect United Way Trinidad and Tobago's participation in such Contract or Transaction.

F.

In any event, it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Chair or the Chair's designee, who shall determine whether there exists a Conflict of Interest that is subject to this policy.

IV. CONFIDENTIALITY

Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of United Way Trinidad and Tobago. Furthermore, a Responsible Person shall not disclose or use information relating to the business of United Way Trinidad and Tobago for the personal profit or advantage of the Responsible Person or a Family Member.

V. REVIEW OF POLICY

A.

Each new Responsible Person shall be required to review a copy of this Policy and to acknowledge in writing that he, she or they has done so.

B.

Each Responsible Person shall promise to identify at the earliest possible moment any relationships, positions, or circumstances in which the Responsible Person is involved that he or she believes could contribute to a Conflict of Interest arising. Such relationships, positions, or circumstances might include service as a director of or consultant to a not-for-profit organization, or ownership of a business that might provide goods or services to United Way Trinidad and Tobago. Any such information regarding business interests of a Responsible Person or a Family Member shall be treated as confidential and shall generally be made available only the Chair, the Executive Director, and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.

C.

This policy shall be reviewed annually by each member of the board of directors. Any changes to the policy shall be communication immediately to all Responsible Persons.

D.

I hereby undertake to identify and disclose any relationships, positions, or circumstances in which I am involved that I believe could contribute to a Conflict of Interest (as defined in United Way Trinidad and Tobago's Policy on Conflicts of Interest) arising on an ongoing basis.



Conflict of Interest Information Form

Name:_____

Date:_____

Code of Ethics Acknowledgement

I am an employee, board member, or volunteer of United Way Trinidad and Tobago. I have reviewed the Code of Ethics and agree to adhere to the policy as outlined.

I acknowledge the following conflict of interest issues:

I believe that I can honestly and fairly uphold the principles and policies of United Way.

Signature:_____



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