



CODE OF ETHICS AND CONDUCT

CONFLICT OF INTEREST

MUW does not intend to interfere with the rights of employees to engage in outside business or other activities that do not conflict with their obligations to MUW. However, any interest of relationship, which might constitute a conflict of interest, must be reported immediately to the President. President reports to Chairman of the Board. Any resultant instructions must be followed.

A conflict of Interest occurs when an employee uses his/her position or the knowledge gained through employment in a manner contrary to or inconsistent with the interests of MUW for personal advantage of which MUW is unaware. A staff person on the Board of a partner agency or an employee taking a part-time position with a "competing" charitable organization are examples that may result in a conflict of interest.

Each employee is required to disclose all outside interest that might influence official decisions and actions.

Each employee shall refrain from disclosing or using information relating to MUW business which might be prejudicial to MUW or which could result in personal profit or advantage to the employee or members of his/her immediate family.

PERSONAL INTEGRITY

A personal commitment to integrity in all circumstances benefits each individual as well as the organization. Employees will commit to:

Respect and seek out the truth and avoid misinterpretation.

Ensure fairness and objectivity in all activities.

Set an example for personal conduct in a public institution.

Honor the right of privacy of all people, including co-workers, contributors and beneficiaries.

Promote public confidence in philanthropic institutions.

PROFESSIONAL EXCELLENCE

As an employer, Maui United Way promotes professional excellence and encourages open and honest communication among all employees.

All Maui United Way employees, at every level, have the responsibility to:

Strive to meet performance standards at the highest level.

Refuse to engage in or tolerate any fraud, misuse, abuse or waste of Maui United Way resources and report such violations to supervisory staff.

Encourage growth and self-improvement in themselves and their co-workers.

Exhibit respect for co-workers and all those they come in contact with.

Comply with all legal requirements concerning substance abuse.

Comply with all other laws and regulations affecting the organization and his or her personal obligations.

Adhere to Maui United Way House Rules.

RESPONSIBILITIES TO VOLUNTEERS

Maui United Way is a community service volunteer organization. Volunteers are crucial to the success of MUW. In order to assist volunteers to achieve at the highest possible level and to obtain maximum satisfaction from their work, it is the responsibility of MUW managers and/or employees, where appropriate to:

Train volunteers so they can perform to the highest level of their contribution and personal satisfaction.

Treat all volunteers with fairness, equity and respect, providing appropriate mechanisms for their views and interests to be expressed.

Involve volunteers at appropriate levels and phases of the decision-making process.

Set clear standards for performance for volunteers, appraise their performance regularly, and publicly recognize their contributions.

Avoid providing benefits and perquisites to volunteers that are inconsistent with the spirit of volunteerism.

DONOR RELATIONS

Our donors have placed faith in Maui United Way; it is all employees' responsibility not to violate this trust and, where applicable, they should:

Make full and fair disclosure of all information relevant to donors who have a right to know how their dollars are spent.

Spend the donors' money wisely, efficiently and objectively.

Observe the wishes of the donors as to the distribution of their gift for the purpose designated.

Pay appropriate salaries, benefits, or prerequisites and not make extravagant expenditure that do not directly advance the mission of Maui United Way.

Recognize the confidential nature of donor, agency and other pertinent information and do not divulge these data to unauthorized personnel.

VENDOR RELATIONS

Vendors must be treated fairly to avoid favoritism or appearances of impropriety.

Afford all vendors the opportunity to offer or qualify their products or services on a competitive basis.

Conduct all competitive bidding in a fair and professional manner.

PERSONAL GAIN

No employee should accept any gratuity or favor for doing his or her job. Accordingly, employees pledge that they will:

Neither solicit nor accept gratuities, gifts or favors, other than those of nominal value. Nominal value is defined as those items with a dollar value of \$10 or less items that can be shared with others at the workplace. All gifts offered to or received by employees shall be reported to the supervisor.

Honorariums for speaking engagements will only be accepted as a MUW donation.

Refuse food, transportation, or entertainment unless directly related to Maui United Way business.

All gifts sent on behalf of MUW must be approved by the President/CPO.

Avoid use of MUW resources for personal gain.

NEPOTISM

At Maui United Way, we have no general prohibition against hiring relatives or close personal relations. However, a few restrictions have been established to help prevent problems of safety, security, supervision, financial integrity, morale, and other issues that are relevant to MUW's business standing. While we will accept and consider applications for employment from relatives, close personal relations such as parents, grandparents, children, spouses, domestic partners, brothers and sisters, in-laws, and others generally will not be hired or transferred into positions where they directly or indirectly supervise or are supervised by another close personal relation. Further, such relations will not normally be placed in positions where they work with or have access to sensitive information regarding a close personal relation or if there is an actual or apparent conflict of interest.

SOLICITATIONS

Maui United Way has an interest in keeping our premises free of activity that does not relate to our business. With this in mind, solicitation of employees or visitors by non-employees and the distribution of literature, pamphlets or other materials by non-employees on MUW premises are prohibited.

Furthermore, all employees deserve to be free of outside solicitation in order to concentrate on work. No employee should solicit any goods, services or membership for personal gain. Internal solicitation for charitable causes (i.e., fund raiser for school or one's halau) is acceptable provided that employees are not intimidated or feel obligated to purchase items.

CONFIDENTIAL INFORMATION

Confidentiality is a hallmark of professionalism. Each employee will commit to:

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Ensure that all Maui United Way information which is confidential or which is not publicly available not be disclosed outside the United Way system and resolve any doubt in favor of confidentiality.

Ensure that all non-public information of other persons of firms acquired by Maui United Way personnel in dealing with outside firms on behalf of Maui United Way shall be treated as confidential and not disclosed.

CLEARANCE BEFORE PUBLIC RELEASE

To ensure that propriety information is not release to the media and to prevent possible misstatements and confusion, the President must approve all statements on behalf of MUW.

USE OF MAUI UNITED WAY NAME

Maui United Way letterhead stationary identifies the content of the letter with Maui United Way. Such stationery is to be used only for Maui United Way matters and not for personal or non-official correspondence. Also, be aware that when using e-mail, employees are identified with a "mauiunitedway.org" in the address line and this identifies the content of the message with Maui United Way. Use your e-mail account sensibly and wisely.

If you have any questions concerning interpretations or compliance with the Code of Ethics and Conduct, direct your queries to the Office Manager, or the President/CPO.

I have read and understood the above rules.

Employee Signature

Date

10/27/2008