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Volunteer Agreement and Waiver

United Way of Broward County (UWBC) is uniquely dependent on public confidence and has always transacted its business in compliance with applicable laws and regulations, and in conformity with the highest ethical standards. Likewise, the volunteers of UWBC have a responsibility to conduct themselves in accordance with the highest standards of integrity, honesty and fair dealings, and to avoid any conflict between their personal interests and those of UWBC. Volunteers must also ensure that all business decisions are made in a manner free from unlawful discrimination based upon race, gender, religion, age, disability, sexual orientation and other legally protected characteristics.

Our obligation to operate within the law is just the beginning of our ethical commitment. We must always strive for honesty and fairness in our dealings and relationships. The guidelines contained in this code are to guide and assist volunteers in their actions and relationships so they will avoid the appearance of having their judgment or the performance of their duties compromised, and in making the right choices in a difficult situation. It is not sufficient to simply avoid actual wrongdoing; it is necessary to avoid the appearance of utilizing knowledge and information obtained in their volunteer position with the organization for personal advantage.

While no document can anticipate all of the challenges that may arise, the Code communicates key guidelines and will help assist UWBC volunteers in making good decisions that are ethical, in accordance with applicable legal requirements, and to help ensure that we conduct our business for the benefit of all of our constituents - that is our customers, agency partners, suppliers, and community and fellow volunteers.

This Code is based on our vision/mission, which is *"To be the leader in guiding community resources to people in need."*

1. PERSONAL AND PROFESSIONAL INTEGRITY

A personal commitment to integrity in all circumstances benefits each individual as well as the organization. We therefore:

- Strive to meet the highest standards of performance, quality, service and achievement in working towards the UWBC vision/mission.
- Communicate honestly and 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.

2. ACCOUNTABILITY

UWBC is responsible to its stakeholders, who include donors, agencies and programs it funds and others who have placed faith in UWBC. To uphold this trust, we:

- Promote good stewardship of UWBC resources, including grants and contributions that are used to pay operating expenses, salaries, and employee benefits.
- Refrain from using organizational resources for non-UWBC purposes.
- Observe and comply with all laws and regulations affecting UWBC.
- Maintain the highest standards of accountability in the relentless pursuit of installing and promoting public confidence and trust, and assuring fair, accurate and honest disclosures of information.

3. SOLICITATIONS AND VOLUNTARY GIVING

The most responsive contributors are those who have the opportunity to become informed and involved. We therefore:

- Promote voluntary giving in dealing with donors and vendors.
- Refrain from any use of coercion in fundraising activities, including predicated professional advancement on response to solicitations.

4. DIVERSITY AND EQUAL OPPORTUNITY

UWBC is committed to the principle of diversity. We therefore:

- Value, champion, and embrace diversity in all aspects of UWBC activities and respect others without regard to race, gender, religion, age, disability, sexual orientation and other legally protected characteristics.
- Refuse to engage in or tolerate any other form of discrimination or harassment.
- Act in ways that respect the dignity, uniqueness and intrinsic worth of every person.

5. CONFLICTS OF INTEREST

To avoid any conflict of interest or the appearance of a conflict of interest that could tarnish the reputation of UWBC, as well as undermine the public's trust in UWBC staff and representatives, we:

- Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of UWBC, including involvement with a current or potential UWBC vendor, grantee, or competing organization, unless disclosed to and not deemed to be inappropriate by UWBC.
- Ensure that outside employment and other activities do not adversely affect the performance of the UWBC duties or the achievement of its vision/mission.
- Ensure that travel, entertainment and related expenses are incurred on a basis consistent with the vision/mission of UWBC and not for personal gain or interest.
- Decline any gift, gratuity or favor in the performance of UWBC duties except for promotional items of nominal value, and any food, transportation, lodging or entertainment unless directly related to UWBC business.
- Refrain from influencing the selection of staff, consultants or vendors who are relatives or personal friends or affiliated with, employ, or are 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 UWBC in such a way to confer any financial benefit on themselves, their immediate family members or any organization in which they or their immediate family members have a significant interest as stakeholders, directors or officers.
- Disclose all known conflicts or potential conflicts of interest in any matter before the Board of Directors or any committee upon which they serve.
- As Board members, shall annually file with the UWBC a disclosure of all known potential conflicts of interest.

6. CONFIDENTIALITY AND PRIVACY

Confidentiality is a hallmark of professionalism. We therefore:

- Ensure that all information, which is confidential, privileged or nonpublic, is not disclosed inappropriately.
- Respect the privacy rights of all individuals in the performance of their UWBC duties.

7. POLITICAL CONTRIBUTIONS

As a charitable corporation, UWBC is prohibited from making contributions to any candidate for public office or to any political committee. We therefore:

- Refrain from making any contributions to any candidate for public office or political committee on behalf of UWBC, including the use of UWBC facilities for political campaign activities.
- Refrain from making any contributions to any candidate for public office or political committee in a manner that may create the appearance that the contribution is on behalf of UWBC.

8. Medical Treatment: Volunteer does hereby release and forever discharge the United Way of Broward County Parties from any claim whatsoever which arises on account of any first aid, treatment or service rendered in connection with the Volunteer's work on any project.

9. Insurance: Volunteer understands that United Way of Broward County does not carry or maintain health, medical or disability insurance coverage for any Volunteer. Each Volunteer is strongly encouraged to have adequate medical or health insurance coverage in effect.

United Way of Broward County

Acknowledgment

I have read and understand the above and its requirements and hereby certify:

I am conforming to the Code of Ethics Policy and have no conflict to report. To the best of my knowledge and belief, neither I nor any member of my immediate family is now or has been engaged in any activity or relationship that might create a conflict of interest with UWBC.

I hereby release, indemnify and hold harmless united way of Broward County, its affiliates, and their directors, officers, successors and designs, and the organizers, sponsors and supervisors of all activities (parties), from any and all claims, losses, damages, or liability in connection with any injury or claim of damages including attorney fees. I understand and acknowledge that this release discharges parties from any liability or claim I may have with respect to bodily injury, personal injury or property damages that may occur while I am providing volunteer services in connection with United Way of Broward County.

Furthermore, I understand that parties do not assume any responsibilities or obligation to provide me with financial assistance, including but not limited to medical, health or disability benefits in the event of any injury, illness or damage to my property. As a volunteer, I expressly agree that this release is intended to be as broad and inclusive as permitted by the state of Florida. And I agree that in the event that any clause of this release is deemed invalid, the enforceability of the remaining provisions of this release shall not be affected. I grant and convey to united way all right and interest of all photograph, images, video or audio recordings of me or my likeness made by United Way in connection with my providing volunteer services to United Way.

I agree to join the United Way of Broward County email list.

(SIGNATURES NOT NEEDED IF REGISTERED ONLINE)
Volunteer Signature