**Conflict of Interest Policy:**

To avoid any conflict of interest or the appearance of a conflict of interest which could tarnish the reputation of UWNWMI as well as undermine the public's trust in all United Way organizations, UWNWMI staff and representatives will declare and disclose conflicts and work with the Executive Director and Executive Committee to mitigate conflict. The executive committee shall review any conflict of interest and provide recommendation to the full board for an acceptable resolution that will maintain the integrity of the organization.

UWNWMI staff and representatives should:

- Avoid any activity or outside interest, which conflicts or appears to conflict with the best interest of UWNWMI including involvement with a current or potential UWNWMI vendor, member agency, or competing organization unless disclosed.

- Ensure that outside employment and other activities do not adversely affect the performance of their UWNWMI duties or the achievement of UWNWMI's mission.

- Ensure that travel, entertainment and related expenses are incurred on a basis consistent with the mission of UWNWMI and not for personal gain or interests.

- Decline any gift, gratuity, or favor in the performance of UWNWMI duties except for promotional items of nominal value, and any food, transportation, lodging or entertainment unless directly related to UWNWMI 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 UWNWMI 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.

The Board of Directors, representatives and staff are required to complete the Code of Ethics/Conflict of Interest form upon joining the organization and update their information and at the annual planning meeting.