

# UNITED WAY GREATER NIGERIA COMMUNITY INITIATIVE

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## -TRUSTEES CODE OF ETHICS-

The Trustees of **United Way Greater Nigeria Community Initiative** ('UWGN' or the 'Organization') believe that ethical behavior fosters development and growth in the organization's internal operations which positively impacts charitable projects undertaken by UWGN staffs and volunteers. The diligence, transparency and fairness applied by UWGN Trustees increases the philanthropic support of the host community, donors and volunteers. UWGN Trustees are to continually recognize and appreciate their responsibility to formulate ethical policies and strategies, execute charitable projects and programs and generate philanthropic support for the organization.

### GENERAL CONDUCT FOR TRUSTEES

1. UWGN Trustees are required to act with honesty and integrity and exercise good judgement which may include seeking professional advice on appropriate matters on which the trustees do not have relevant expertise.
2. UWGN Trustees are required to always act in the best interests of the organization.

### *Independence*

1. UWGN Trustees are required to act independently, particularly in relation to the management of the organization's assets, property, legal and regulatory obligations.
2. UWGN Trustees should conduct themselves with integrity and in a manner which does not damage or undermine the reputation of the organization or its volunteers and employees.
3. More specifically UWGN Trustees:
  - should not place themselves under any financial or other obligation to individuals or organizations that might seek to influence them in the performance of their duties;
  - must avoid actual impropriety and any appearance of improper behavior.
4. UWGN Trustees must not act or omit action to gain financial or other benefits for themselves or for any persons connected to them such as their family, their friends, or any organization that they own, manage or work for.

5. UWGN Trustees should avoid accepting gifts and hospitality that might reasonably be thought to influence them in carrying out their role as Trustee.
6. Any gifts or hospitality received in any connection to UWGN should not exceed the value of =N=500,000/- and should be declared to the Board.

### ***UWGN Trustee Roles***

UWGN Trustees should:

- Understand and perform their roles and responsibilities to the best of their abilities at all times.
- Be prepared to provide adequate time and commitment as required to fulfil the role of trustee, adequately preparing for meetings and participating in committees and special events when required.

### ***Board Meetings***

UWGN Trustees should:

- Aim to attend all meetings, contribute appropriately and effectively, and avoid dominating the contributions of others.
- Always respect the authority of the Chairperson of the board, and the Chairperson of any meeting.
- Bring a fair and open-minded view to all discussions of the board, maintain a respectful balance between speaking and listening, treating different views with respect, and ensuring that all decisions are made in the best interests of the organization.
- Bring a genuinely independent perspective to enhance decision-making, given that UWGN trustees share responsibility for board decisions.
- Ensure their contributions are informed and impartial when presenting views on topics in meetings while listening to and respecting the input and experience of other trustees.

### ***Volunteers/Employees within the Organization***

UWGN Trustees should:

- Aim to support volunteers and employees in carrying out their duties and always, in terms of their conduct, serve as an example of how everyone in the organization should conduct themselves in order to reflect the values of the organization.
- Work considerately and fairly with everyone in a way that respects diversity, different roles and boundaries and avoids giving offence.

▪ Accept and respect the difference in roles between the board on the one hand and volunteers and any employees on the other, ensuring that the board, volunteers and any employees work effectively and cohesively for the benefit of the organization and develop a mutually supportive and loyal relationship by:

- respecting management arrangements and avoiding any actions that might undermine such arrangements; and

- not interfering in the performance by volunteers or employees of duties delegated to them within the organization while ensuring that volunteers and any employees working for the organization are held to account through the manager/CEO, as appropriate.

### *Legal Requirements and Policies*

UWGN Trustees must:

▪ Act in accordance with the organization's Constitution and Bye-law and ensure that the organization complies with all applicable laws in the Federal Republic of Nigeria.

▪ Promote and preserve the obligations of confidentiality about sensitive board matters. However, the requirement for confidentiality may not apply if it becomes necessary for UWGN Trustees to inform the regulatory body or any other statutory body about any matter, which could threaten the future of the organization or could represent a breach of any law with which the organization is required to comply.

▪ Abide by the organization's conflict of interests or loyalties policy and ensure the organization's conflict of interest register is completed and updated as required.


▪ Abide by any equality, diversity, safeguarding, health and safety, bullying and harassment policies and any other policies agreed by the board.

▪ Ensure that claims for out-of-pocket expenses are made in accordance with agreed procedures.

Where a trustee is found to be in breach of the standards outlined by the board in its Code of Conduct, he or she will be asked to meet with the Chairperson of the board to assess his or her suitability for the role. Consistent breach of the Code of Conduct by a trustee may result in the trustee's tenure being terminated.

UWGN Board of Trustees shall review this Code of Conduct annually.

Signed under the hand of the Chairman of the Board of Trustees,  
**United Way Greater Nigeria Community Initiative (IT No. 104458).**



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**Dr. Olunrewaju Tony Cole PhD**