

## Sunshine Ordinance Policy Compliance

As a part of its commitment to transparency and accountability, the United Way of the Bay Area (UWBA) holds open board meetings twice each year, once in June and again in November. Notices of the meetings are sent to the San Francisco Board of Supervisors and to the San Francisco Public Library for posting.

The UWBA also complies with Internal Revenue Service requirements for public disclosure of its Tax information return, Form 990, and with the California Non-Profit Integrity Act requirements with regard to its annual audit by posting both on its website. Because the UWBA was granted its 501(c) 3 exemption prior to 1987, it is not required to make its Form 1023 available to the public. Making these documents widely available to the general public exactly as filed, in a format that can be easily accessed via Internet browser for download, viewing, and printing without charging a fee satisfies the IRS requirements for public disclosure. Additionally, if a member of the general public arrives in our office to request a copy of these documents, the Senior Vice President of Finance and Administration will enable that individual to access the documents posted on our website through a computer terminal in our office and print out whatever portion s/he wishes.

The UWBA also posts its Non-Discrimination Policy, its Conflict of Interest Policy, its Code of Ethical Conduct, its Privacy Policy, and its Non-Coercion Policy on its public facing web site, [www.uwba.org](http://www.uwba.org). On its employee intranet website, available only to staff, it posts its ADA/FEHA Policy, its Corporate Compliance (Whistleblower) Policy, and its Drug Free Workplace Policy, as well as complete copies of its union contracts. The UWBA also maintains an anonymous suggestion box on its intranet web site.

As a part of its commitment to the City of San Francisco, UWBA stands ready to produce copies of all financial records and documentation of transactions connected to its contract with the City within a reasonable time period after the request is made by authorized City personnel.

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