



## **Ethics Policy**

WSC Employees shall engage customers, coworkers, community partners and the community at large in a respectful and courteous manner while abiding by the principles of honesty, compassion, safety, privacy and informed consent.

## **Ethics Defined**

To ensure that all WSC employees perform their jobs in an ethical manner Work Skills Corporation (WSC) employee shall commit themselves to the highest level of service to internal and external customers. In accordance with their commitment to the health, safety and welfare of the public, WSC employees shall adhere to the following principles:

### **Code of Ethics -Treatment of Persons Receiving Services (Service Delivery)**

All Work Skills Corporation staff is expected to treat people served and their families with the utmost respect and dignity. They must represent Work Skills Corporation service capabilities and expectations accurately and professionally to prospective, current and former service recipients, including the identification of any potential conflicts of interest. Staff must also adhere to all professional responsibilities. Work Skills Corporation provides a safe, clean and healthy environment while striving to provide the best quality of service. All contact with people served must maintain clear boundaries of personal and professional conduct (Reference WSC's Fraternalization policy). Any employee who has a personal relationship with a person referred to Work Skills Corporation for services must notify his or her supervisor and request to be removed from involvement in the case. Employees may not exchange or share personal property, gifts, money or gratuities with the participants they serve. They also must not accept property, gifts, money or gratuities from participants. Work Skills Corporation staff may witness documents such as program participant and/or guardian/conservator signature on agency documents; however, staff are instructed to consult their supervisor prior to witnessing a legal document such as power of attorney, court issued documents, advance directives, etc.

## **Staff Members**

Staff is expected to be open, honest and fair in all business relationships with customers, program participants, suppliers, donors, the public, other stakeholders and each other. It is expected that all stakeholders of Work Skills Corporation regardless of their status within the organization be valued for their contributions to the organization. Staff are prohibited from wasting company resources, engaging in fraud, abuse, and other wrongdoings. Staff may not participate in personal fundraising.

## **Business/Financial Practices**

Work Skills Corporation is absolutely committed to operating a fiscally stable organization. All staff members are expected to report information accurately, truthfully and completely. Staff is prohibited from making false or improper entries on any document that affects transactions with Work Skills Corporation customers. Financial records must accurately reflect transactions and conform to generally accepted accounting principles. No entries may be made on company records which intentionally hide or disguise the true nature of any transaction. No undisclosed or unrecorded funds or assets may be established.



### **Contractual Relationships**

The Board of Trustees has authorized WSC's Officers to enter into contractual relationships as warranted. All contracts including state human services contracts, leases, etc. are carefully reviewed by the appropriate executive staff members prior to execution. The President, CEO or designee may consult legal counsel as necessary. Work Skills Corporation complies with all of its contractual commitments and responsibilities.

### **Marketing Activities and Social Media**

It is the intent of Work Skills Corporation to portray the individuals we serve with dignity and respect. It is the personal choice of the individual to participate in public relations and marketing activities. As professionals, it is our responsibility to disclose the purpose of the media piece, its intended audience and to answer any questions the individual may have regarding its content and use. Participation is documented by the signing of the release of information form. These signed release forms are kept in the individual's file. Disclosure of the disability or other personal information is strictly voluntary.

Work Skills Corporation is currently using social media. It is the expectation of our organization that social media is used to enhance communication with stakeholders. With this comes responsibility to protect privacy and maintain appropriateness of content posted.

All Work Skills Corporation employees will respect privacy and protect confidential information of colleagues and participants. People have the right to privacy and you should not take photos or videos without permission. A signed Work Skills release form must be obtained first. If there are any questions about what is considered confidential, employees should check with the Human Resources Department.

### **Education**

Education on ethical codes of conduct is provided for personnel upon hire. Additionally, information regarding Work Skills Corporation's ethical codes of conduct is available on the corporate website for all stakeholders to refer to.

### **Advocacy Efforts for Persons Served**

Work Skills Corporation strives to advocate for its program participants, both on an individual level and, when applicable, through community organizations and legislative processes. Outside advocacy resources are made available for program participants to utilize.

### **Corporate Citizenship**

WSC's social responsibility falls under two categories: **compliance** and **pro-activeness**. Compliance refers to our commitment to legality and willingness to observe community values. Pro-activeness is every initiative to promote human rights, help communities and protect our natural environment. WSC will encourage its employees to promote a healthy and sustainable environment, volunteer and be actively involved in community organizations and service groups, attend and/or promote educational events, provide social, legal or economic advocacy resources, serve on boards that address accessibility, housing, leisure pursuits and employment for persons in need.

### **Treatment of Community Members**

We consider community input vital to our organization and welcome it readily. We respond to all requests for information and any concerns/comments in a timely manner.



### **Practice of Human Resources**

Work Skills Corporation Human Resources Management is committed to the principle that all individuals should be treated with dignity and respect.

No WSC staff who reports suspected misconduct will be retaliated against or otherwise disciplined by WSC staff for such reporting. Refer to WSC's Corporate Compliance Plan and/or Whistleblower's Policy.

All new employees will be informed, as a component of their orientation, of the need to conform to the ethical philosophy of Work Skills Corporation. Employees will be encouraged to seek counsel from any member of the management team or the Human Resources Department regarding potential ethical issues or questions.